

ARCHIVES



**Bulletin/Student Handbook
1984-85**



Emergency Telephone Numbers

Fire	4634
Illness or Injury (Health Center)	4606
Police	4634

Directory of General Offices and Services

AA/EEO (G.W.)	4368	Mail Room (G.W.)	4321
Academic Affairs (G.W.)	4651	Police (Lee)	4634
Admissions (G.W.)	4681	President (G.W.)	4621
Advising (G.W.)	4694	Printing Services (Seacobeck)	4575
Alumni (Trench Hill)	4648	Residence Life (Lee)	4673
Audio-Visual Center (Chandler)	4646	Student Accounts (G.W.)	4631
Bookstore (Lee)	4316	Student Activities (Lee)	4673
Business and Finance (G.W.)	4633	Student Employment (G.W.)	4684
Career Placement (G.W.)	4626	Student Records (G.W.)	4691
College Shop (Lee)	4326	Telephone Information	4100
Continuing Education (G.W.)	4614	Honor Council (Lee)	4619
Counseling Center (Lee)	4361	Student Association Office (Lee)	4308
Dean of Students (Lee)	4641	Entertainment and Film Committee	4517
Associate Dean of Students (Lee)	4673	Student Information Service (Lee)	4517
Dining Hall (Seacobeck)	4676	Class Council (Lee)	4392
First Virginia Branch Bank		Judicial Court (Lee)	4308
(Lee)	373-3112	Battlefield (Lee)	4370
Financial Aid (G.W.)	4684	Bullet (Lee)	4393
Health Center (Lee)	4606	WMWC (Lee)	373-5411
Klein Theater (duPont)	4330		
Library			
Acquisitions	4667		
Circulation	4664		
Librarian	4666		
Periodicals	4665		



Student Handbook 1984-85

A guide to the policies, rules, regulations, and activities
of Mary Washington College, Fredericksburg, Virginia

Foreword

Affirmative Action and Equal Opportunity

This *Handbook* has been prepared so that Mary Washington College students may have a better understanding of their institution and its rules and regulations. It contains material about what the student may rightfully expect from the College and what the College may rightfully expect from the student. No publication may anticipate and cover all situations that may arise, but most matters are covered, at least in principle, in the *Handbook*. **Each student is responsible for becoming thoroughly familiar with its contents and, it will be assumed that this responsibility has been met and that all students have been informed of policies and regulations.**

Policies noted in this *Handbook* are in effect for the entire year. Any efforts expended toward revision of these policies will be understood as directed toward the following year. Interpretation of matters in this *Handbook* is the responsibility of the Dean of Students and the President of the Student Association. The President of the College has final authority regarding interpretation.

Mary Washington College is committed to the concept that all people shall have an opportunity to develop and work to the limits of their ability. The College does not discriminate on the bases of race, color, religion, physical disability, national origin, political affiliation, marital status, sex (except in housing) or age in admitting and housing students or in employing and promoting faculty and staff members. It is expected that each student who enrolls at Mary Washington College will uphold these ideals of equality. Questions in these matters should be directed to Dr. A. Ray Merchant, Executive Vice President and AA/EEO Officer, Room 15, George Washington Hall, Fredericksburg, Virginia 22401, or telephoned to (703) 899-4368.

Mary Washington College provides disabled members of the College community with an opportunity to participate in campus activities and programs. To fulfill this responsibility the College will keep present and future students, faculty and staff informed of how to take advantage of accessible locations and will be available to bring about resolution, if possible, wherever accessibility problems occur. For more information contact the Office of the Executive Vice President, Room 15, George Washington Hall, 899-4368.

Statement of Rights and Responsibilities of Members of the College Community

Members of the College community have responsibilities incumbent upon all citizens, as well as the responsibilities of their particular roles within the academic community.

All members share the obligation to respect the right of freedom of inquiry, of religion, of speech, of press, of peaceful assemblage or association and of petition to the institution for a redress of grievances.

The rights of members of the College community shall not be denied or abridged on account of race, creed, national origin, marital status or sex.

The members of the College community have the right to be secure in their persons, residences, offices, papers and effects, against unreasonable searches and seizures.

All members of the College community have the right to due process in matters concerning discipline or their status as members of the College community.

All members of the College community have other responsibilities and rights incident to the educational process and to the requirements of the search for truth and its free presentation.

The enumeration of the rights and responsibilities outlined in this statement shall not be construed to deny or disparage others retained by the members of the College community.

The term "member of the College community" embraces the College as an institution, the faculty as a body and all members of the administration, faculty, staff and student body in their official and individual capacities.

Adopted by the Board of Visitors,
Mary Washington College
May 12, 1973

Honor Council

Dear Fellow Students:

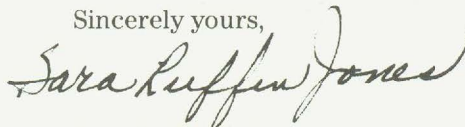
At a time when many college Honor Systems are being scrutinized, the Honor System at Mary Washington has remained strong and effective.

Through the Honor System there has developed a trust among students and faculty. You will quickly notice unproctored exams, books left in the dining hall, and many other visible signs of the Honor Code at Mary Washington.

The Honor System works because the students and faculty believe in it and, therefore, they partake in the responsibilities of having an Honor Code. Without both students and faculty supporting our Honor Code it would just be another piece of paper. You are our Honor System, and only you can truly uphold our high standards.

With these thoughts, I wish you the best of luck at Mary Washington College. If you would like to become involved in the Honor System, or if you have questions concerning the Honor System, please do not hesitate to call me.

Sincerely yours,

A handwritten signature in cursive script that reads "Sara Ruffin Jones". The signature is fluid and elegant, with the first letters of each word being capitalized and prominent.

Sara Ruffin Jones
President, The Honor Council
1984-1985

Office: 899-4619

Student Association

Dear Fellow Students:

The purpose of this letter is to remind you that you are an important person here at Mary Washington. I, as well as the rest of the Student Association Executive Cabinet, hope each of you will have a successful year, both in and out of the classroom.

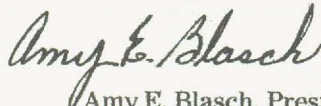
The student Association is the official voice of the Mary Washington student body. It is YOUR voice! The Student Association is here to serve the students, but we need your help. Your ideas, suggestions, and concerns will help make the Student Association an even more effective organization.

It is important that we as a student body work together. There are an unlimited number of clubs, teams, and organizations which need your ideas and suggestions. I am confident in saying that your involvement at Mary Washington will not only improve the college community, but will greatly enhance your college career. By becoming involved you can expand on the enjoyment of your stay at Mary Washington.

Again, the Student Association is here for you. If you have any concerns, ideas, or suggestions, please feel free to contact any member of the Executive Cabinet or stop by Lee Hall. Cabinet members keep regular office hours and are always available to serve you.

Take advantage of the opportunities available to you! I look forward to working with you throughout the year in order to make the Student Association the most effective organization it can be.

Sincerely,



Amy E. Blasch, President
MWC Student Association
1984-1985

Office: 899-4308

Office of the President

Dear Students:

Mary Washington College is a community in the truest sense of the word, with faculty, administration, and students all working together toward the achievement of a common goal: the best education possible within the best possible environment. The rules which govern our conduct as members of this community are minimal, and are based upon the presupposition that each of us will act responsibly and with the understanding that, in exercising our individual freedom, we have an obligation as members of the larger community not to infringe upon the rights of others.

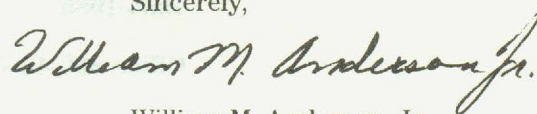
Basic to the effective functioning of this system is the Honor Code. Many of the characteristics which make life at MWC so pleasant are possible because of this shared commitment to the maintenance of an honorable community. It is therefore the duty of all students to be knowledgeable about the Honor System, to accept its philosophy, and to uphold its operation.

Another important facet of life at MWC is the Student Association. It is through this organization that the student body has the opportunity to exercise considerable self-government and to demonstrate, at the campus level, those responsibilities of citizenship which are fundamental to a free and democratic society. I fully support the work of the Student Association, and I urge all students to be active participants in its affairs.

The purpose of this **Student Handbook** is to set forth the policies and regulations of the College as they apply to students and other members of the College community. Please read the **Handbook** carefully in order that you will be able to know, and hence to uphold, your responsibilities as a member of this community.

The 1984-85 session promises to present all of us at MWC with rich opportunities, as well as with significant challenges. I look forward to working with you toward making this the greatest year yet in the history of our College.

Sincerely,

A handwritten signature in dark ink, reading "William M. Anderson, Jr." in a cursive script.

William M. Anderson, Jr.
President

Table of Contents

MWC: A Guide to College History, Administration, and Services 9

- College Calendar
- History
- Traditions
- Administrative Organization
- College Services
- Building Hours

College Operations and Procedures 20

- Administrative and Safety Codes and Procedures

Academic Policies and Regulations 31

- Academic Offices, Codes and Procedures

Residence Hall Policies and Regulations 36

- Services, Safety and Party Procedures

Judicial and Campus Disciplinary Systems 40

- Housing Contract
- Judicial Court and Hall Judicial Chairman
- Judicial System Procedures
- Administrative Hearings
- College and Residence Hall Policies

Student Affairs Policies and Regulations 53

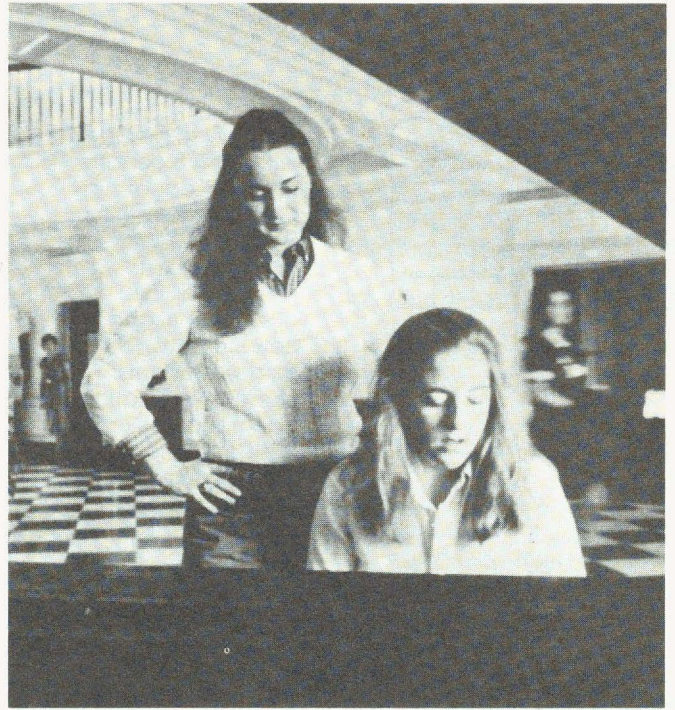
- Student Affairs Organizational Chart
- Student Affairs Regulations and Procedures

Student Organizations 58

- Honor Council Organizational Chart
- Honor Code and Constitution
- Student Association Organizational Chart
- Student Association Senate Organizational Chart
- Student Association Constitution
- Class Council Constitution
- Clubs and Organizations

Index 82

MWC: A Guide to College History, Administration, and Services



How old is the College?

Who founded MWC?

When is Family Weekend?

What do you mean I'm a Goat?

How does a college operate?

Where do I pay my bills?

How can I get a job on campus?

Where's the nearest bank?

How can I register for LSAT?

What's for dinner?

Where is the Advising Office?

Overview

This section affords the student an opportunity to learn more about the College as an institution. Included in this section is information about the history and traditions of the College, as well as specific information about College events, services and hours of operation.

College Calendar 1984-1985

First Semester

August 1984

S	M	T	W	T	F	S
					10	
			22	23		
26	27	28				

- 10 Last day to pay fees without \$75 penalty
- 22 Student Leadership Conference begins. Residence Halls open at 1 p.m.
- 23 Residence Halls open at 9 a.m. for new students. Picnic for new students. Student Association Orientation at 7 p.m.
- 26 Residence Halls open at 9 a.m. for returning students
- 27 Late registration takes place 9 a.m. — 12 noon and 1 p.m. — 4 p.m.
- 27 Classes begin
- 28 Drop/Add begins

September 1984

S	M	T	W	T	F	S
	3					
	10				14	
	17				21	22
			26			

- 3 Last day to add courses
- 10 Last day to change to or from pass/fail. Last day to withdraw with a refund of 80% of semester charges
- 14 Course work due for removal of incomplete grades
- 17 Last day to drop courses without permanent record showing W/P or W/F
- 21-22 Family Weekend
- 26 Career Day

October 1984

S	M	T	W	T	F	S
					19	
		23	24			

- 19 Mid-semester vacation begins 5 p.m. Residence Halls close 7 p.m.
- 23 Residence Halls open at 1 p.m.
- 24 Classes resume at 8 a.m. Last day to drop courses for the semester
- 24 Last day to withdraw with a refund of 50% of semester charges.

November 1984

S	M	T	W	T	F	S
	5					
					16	
			21			
25	26					

- 5 Registration for second semester begins. Registration continues through November 16
- 16 Second semester registration ends
- 21 Thanksgiving Holiday begins at 12:05 p.m. Residence Halls close at 2 p.m.
- 25 Residence Halls open at 1 p.m.
- 26 Classes resume at 8 a.m.

December 1984

S	M	T	W	T	F	S
				6	7	8
	10				14	15

- 6 Last day of classes. Last day to withdraw from the College
- 7-8 Reading Days
- 10-14 Examinations
- 15 Residence Halls close at 11:00 a.m.

Second Semester

January 1985

S	M	T	W	T	F	S
					4	
						12
13	14	15				
	21					
	28					

- 4 Last day to pay fees without \$75 penalty
- 12 Residence Halls open at 9 a.m. for New Students
- 13 Residence Halls open 9 a.m. for returning students
- 14 Late registration 9 a.m.—12 noon and 1 p.m.—4 p.m.
- 15 Drop/Add begins
- 21 Last day to add courses
- 28 Last day to withdraw with a refund of 80% of semester charges. Last day to change to or from pass/fail

February 1985

S	M	T	W	T	F	S
					1	
	4					

- 1 Course work due for removal of incomplete grades
- 4 Last day to drop courses without permanent record showing W/P or W/F

March 1985

S	M	T	W	T	F	S
					8	
	11					
17	18					

- 8 Spring vacation begins 5 p.m.
- 11 Last day to withdraw with a 50% refund of semester charges
- 17 Residence Halls open at 1 p.m.
- 18 Classes resume at 8 a.m. Last day to drop courses for the semester

April 1985

S	M	T	W	T	F	S
	8					
					19	
			25	26	27	
29						

- 8 Registration for Fall semester
Registration continues through April 19
- 19 Registration for Fall semester ends
- 25 Last day of classes
Last day to withdraw from the College
- 26-27 Reading Days
- 29-3 Examinations through May 3

May 1985

S	M	T	W	T	F	S
					3	4
	6				10	11

- 3 Examinations end
- 4 Residence Halls close at 11 a.m. for students who are not candidates for graduation
- 6 Senior grades due by noon in the Office of Student Records
- 10 Convocation
- 11 Graduation. Residence Halls close at 5 p.m.

History

The history of Mary Washington College really begins, not with its founding in 1908, but with a history of its location—Fredericksburg, the boyhood home of George Washington; and more precisely, Marye's Heights, the ridge of land upon which the College stands. It was upon Marye's Heights that one of the most famous battles of the Civil War took place. The Battleground, our complex of sports facilities and recreation area, is so named in recognition of the bitter and historic conflict that occupied its space over a century ago.

Organized as Fredericksburg State Normal and Industrial School for Women, the first of several names the College would have, Mary Washington began its first academic session in 1911 with 110 students. These young scholars had only one academic facility—Monroe Hall. In addition, Willard Hall served as a residence, dining hall, recreation and social center.

In later decades, as enrollment grew and facilities expanded, the school would change its focus to the Liberal Arts and pioneer in the education of young women. In the late forties, following World War II, men came to study at the College, thus making it, at least temporarily, a coeducational institution as it is today.

Today, Mary Washington is the only small, state-supported, residential, liberal arts college in Virginia. Over 15,000 alumni owe allegiance to the College and share a part in the traditions that mark the passing of each academic year.

Traditions

Family Weekend: Held each fall, this occasion gives the families of Mary Washington students a chance to visit the campus and become acquainted with various academic and social programs. An all-student talent show, sports events, and a picnic are special features of this important College tradition.

Halloween: The biggest party and the major social event of Fall semester! Costumes, horror movies, and many other activities highlight this two-day event.

Black History Month: Major entertainment, an art show, guest speakers, and a dance are all part of Mary Washington's commemoration of Black History Month.

Junior Ring Presentation: Presentation of class rings, a formal dance, and a concert are the major events that mark the achievements of the rising senior class. The Ring Presentation Ceremony is also the occasion for tapping new members of Mortar Board, a special honor society for seniors who have made outstanding contributions in scholarship, leadership, and service.

Devil Goat Day: A tradition unique to Mary Washington in which Goats (classes graduating in even numbered years) compete against Devils (classes graduating in odd numbered years) in games and athletic competitions. A picnic and cancellation of classes for the afternoon make this spring event very popular.

Senior Convocation: This ceremony takes place on the evening before graduation and allows graduating seniors who have earned honors, the opportunity for special recognition. An address and awards presentation to the senior class is usually delivered by an alumnus or a faculty member.

How a College Operates—A Look Inside the MWC Administration

Mary Washington College, like all educational institutions, is an amalgam of programs and services that blend to make an academic community. This community is directed by the President who is the chief executive, administrative, and academic officer of the College.

Appointed by and responsible to the Board of Visitors of the College, the President administers the policies of the Board and recommends to it policies and programs that promote the interests of the College. The President is charged to exercise such general authority and control over the assets, affairs, and programs of the College as shall be needed for its proper operation in conformity with the programs and policies determined by the Board. In addition, the President is responsible for the regulation of the various aspects of student life at the College, including student discipline.

The administrative officials, faculty, and Student Association officers are responsible to and recommend policy changes to the President. Although the President is responsible to the Board of Visitors for the over-all administration of the College, he has delegated to the administrative officers authority to supervise and administer various functions and operations of the College. These include: Academic Affairs, Student Affairs, Business and Finance, the Library, Continuing Education, Admissions and Financial Aid, and a variety of support services involved in planning and operations.

The following section entitled: "How to Get an Answer to Your Question," provides additional information about the duties and locations of the College administrative offices.



Alma Mater

All hail, dear Alma Mater
We sing our praise to you,
High on Marye's Hilltop
You stand forever true;
Born in truth and honor
You ever more shall be,
The model of our future years
And all eternity.

Whene'er we have to leave you
We never will forget,
The lessons you have taught us,
And all the friends we've met;
And we your sons and daughters
Will hold your name on high,
So here's to Mary Washington;
Our love will never die.

Irene Taylor '47
Jean Crotty '47

Services Directory

Questions About	Contact	Office Location	Extension
AA/EEO	A. Ray Merchant Executive Vice President and AA/EEO Officer	15 G.W. Hall	4368
Accidents	College Police or Ilma M. Overman, M.D. College Physician	104 Lee Hall 19 Lee Hall	4634 4606
Admissions	H. Conrad Warlick Vice President for Admissions & Financial Aid	303 G.W. Hall	4681
Advising (Academic)	David Kembel Academic Counselor	209 G.W. Hall	4694
Advising (Career)	Amy M. Hale Assistant Dean for Academic and Career Advising and Director of Internship Programs	209 G.W. Hall	4694
Athletics	Edward H. Hegmann, II Director of Athletics	106A Goolrick Hall	4327
Audio Visual Equipment	Media Specialist Supervisor	105 Chandler Hall	4646
Bills	Student Accounts	111 G.W. Hall	4631
Campus Employment	Robert U. MacDonald Associate Dean for Financial Aid	307 G.W. Hall	4684
Career Placement Services	A. Isabel Gordon Director of Career Placement Services	203/205 G.W. Hall	4626
Club Activities	William E. Baker, Sr. Associate Dean of Students	205 Lee Hall	4673
College Calendar	William E. Baker, Sr. Associate Dean of Students	205 Lee Hall	4673
Counseling	Mary A. K. Kelly Director of Counseling Center	100-101 Lee Hall	4361
Declaring a Major	Office of Academic Services	209 G.W. Hall	4694
Drop/Add and Other Course Changes	Office of Academic Services	209 G.W. Hall	4694
Entertainment Committee	Chuck Borek Chairman	Suite 301, Lee Hall	4308, 4517
Faculty Office Hours	Office of Academic Services	209 G.W. Hall	4694
Fees	Student Accounts	111 G.W. Hall	4631
Financial Aid	Robert U. MacDonald Associate Dean for Financial Aid	307 G.W. Hall	4684
Food Service	Gordon Inge Manager of Food Service	Seacobeck Hall	4676
Graduate Studies	Mary W. Pinschmidt Director of Graduate Studies	209 G.W. Hall	4705
Honor System	Sara R. Jones President of the Honor Council	Suite 301, Lee Hall	4619
Housing	William E. Baker, Sr. Associate Dean of Students	205 Lee Hall	4673
ID Cards	College Police	104 Lee Hall	4634
Illness	Health Center	19 Lee Hall	4606

Questions About	Contact	Office Location	Extension
Internships	Amy M. Hale Assistant Dean for Academic and Career Advising	209 G.W. Hall	4694
Interviews—job recruiters	A. Isabel Gordon Director of Career Placement Services	203/205 G.W. Hall	4626
Intercollegiate Sports	Edward H. Hegmann, II Director of Athletics	106A Goolrick Hall	4327
Intramurals	Joanne Southworth Department of Health & Physical Education	106A Goolrick Hall	4327
Judicial Council	Kimberly D. Slayton Campus Judicial Chairman	Suite 301, Lee Hall	4081
Keys	Police Office Resident Director	104 Lee Hall Individual Halls	4634
Mail (Intra Campus)	Tammy F. Willis Mail Clerk	24 G.W. Hall	4644
Mail (Box Numbers)	College Station Post Office	College Avenue	373-4871
Maintenance Problems	Resident Director College Police (Emergency)	Individual Halls 104 Lee Hall	4634
Majors (changing, declaring)	Office of Academic Services	209 G.W. Hall	4694
Parking (permits or tickets)	College Police	104 Lee Hall	4634
Parties	William E. Baker, Sr. Associate Dean of Students	205 Lee Hall	4673
Personal Problems	Mary A. K. Kelly Director of Counseling Center	100-101 Lee Hall	4361
Printing Services	Janice L. May—Douglas A. Cherry Co-Directors of Printing Services	Lower level Seacobeck Hall	4575
Registration	Office of Student Records	215 G.W. Hall	4691
Resumes	A. Isabel Gordon Director of Career Placement Services	203/205 G.W. Hall	4626
Repair Requests	Resident Director	Individual Halls	-
Room Changes Room Registration	William E. Baker, Sr. Associate Dean of Students	205 Lee Hall	4673
Sports	Edward H. Hegmann, II Director of Athletics	106A Goolrick Hall	4327
Student Association Emergency Loans	Student Association Offices	Suite 301, Lee Hall	4517, 4308
Telephone Information	College Switchboard	104 Lee Hall	4100
Testing (aptitude and standardized)	Mary A. K. Kelly Director of Counseling Center	100-101 Lee Hall	4361
Transcripts	Office of Student Records	215 G.W. Hall	4691
Transportation for College Groups: Academic Field Trips Student Organizations	Office of Academic Services Associate Dean of Students	209 G.W. Hall 205 Lee Hall	4694 4673
Withdrawals	Mary I. Kemp Administrative Assistant, Office of Academic Services	210 G.W. Hall	4046

College Services

Banking

A branch of the First Virginia Bank offering full banking services is located in Lee Hall. Students may maintain accounts there. The bank will cash students' out-of-town checks up to \$50, with proper student identification, from the beginning of the school year until early April. Students are cautioned not to keep large sums of cash in their rooms. Local checks will not be cashed.

Bookstore

The College Bookstore, in Lee Hall, sells textbooks used in the academic program. It also carries related instructional supplies, office supplies, personal items, gifts, greeting cards, jewelry, etc. The Bookstore sells film and provides a "24 hour" film developing service. A large department is devoted to "trade" books, including current novels, classics, and recommended outside reading.

Calendar

A calendar of events, "This Week," is published weekly during the fall and spring semesters and the summer session. It contains events for the week following its publication and also lists brief announcements of concern to students, faculty, and employees of the College. Announcements and activities of recognized student organizations will be included, but it is the responsibility of the organization to submit the information to the Office of Publications, Lower Level, Seacobeck Hall, by noon on Tuesday for publication in the following Friday's "This Week."

"This Week" is distributed in a prominent location in each academic building. It is also distributed to individual rooms in each residence hall by the head desk aide. Students are responsible for reading "This Week" to be informed of official announcements, important information, and events on the campus.

Career Placement Services

The Office of Career Placement, located in G.W. 203, assists students and alumni in obtaining employment after graduation and some part-time and summer employment during their college career. Services of the office include:

- Job interviews on campus with representatives of business, industry, government, and education
- Job vacancy listings
- Credentials file service
- Career Library:
 - company literature and/or notebooks
 - federal government information
 - educational employment information, including vocational information and many directories which contain addresses and telephone numbers
- Informational CAREER DAY with representatives from business, industry, government and education
- Seminars
- Computer assisted career advising
- Videotaped mock interviews and critiques
- Employer perspective presentations
- Assistance in resume writing and interviewing skills

College Police

The primary function of the Office of College Police is to protect students and College facilities, to enforce College rules and regulations, and to aid in promoting safety and order on campus. The officers comprising the force have powers of

arrest both on and off the campus for any violation of the Code of the Commonwealth of Virginia and to charge students for violation of College regulations. The office is located in Room 104, Lee Hall, and has personnel on duty 24 hours daily. The office can be contacted by telephone by dialing Ext. 4634.

Counseling and Guidance

The College seeks to provide adequate guidance and counseling without removing from the student the responsibility for making personal decision.

For students with special problems, the Counseling Center, located on the first floor of Lee Hall, offers psychological services on a full-time basis. Testing is available for the assessment of aptitude, interest, and personality patterns as they relate to academic and career-oriented expectations and plans. The Counseling Center also receives students (for the most part self-referred) who have problems in personal, emotional, and social adjustment. The services of the Counseling Center are provided with complete assurance of confidentiality and on a non-fee basis to Mary Washington College students.

Employment

The College offers many opportunities for part-time employment. Positions, that include those in the Library, residence halls, dining hall, Pool Room, and faculty offices, pay approximately \$675 to \$2000 for the nine-month session depending upon job responsibility and the number of hours actually worked.

Inquiries about campus employment should be addressed to the Office of Admissions and Financial Aid, Room 303, George Washington Hall, Fredericksburg, Virginia 22401.

Financial Assistance

The College offers many opportunities for student financial aid: scholarships and grants, loans, and student employment. Students wishing to be considered for student financial aid must file the Financial Aid Form (FAF) by an announced deadline in the spring.

The College also has some limited funds available for short term loans to students who can demonstrate an emergency need for funds. Although student financial aid awards are normally made in late spring or early summer for the coming academic session, any student whose financial situation changes dramatically for unexpected reasons should always feel free to contact the Office of Admissions and Financial Aid to see if some assistance might be available.

Health Center

The Health Center, located in Lee Hall, provides emergency and diagnostic service and treats minor medical and surgical problems of residential students. Prolonged treatment, involved tests for complex symptoms, specialty services, and routine physical examinations are referred to the family physician at home or to appropriate specialists in Fredericksburg. The Health Center does not provide birth control measures, but counseling on methods of birth control and information on where to obtain birth control measures are available to students upon request. Prescriptions for birth control pills from private doctors can be filled through the Health Center. Pregnancy tests are done at the Health Center for a small fee.

Provisions are made for students to be seen and examined by a physician Monday through Friday from 9:30 a.m. to 11:30 a.m. and 1:00 p.m. to 2:30 p.m. There is always a physician available on 24 hour call for emergencies and during week-ends. Registered nurses are on duty 24 hours daily while the College is in session.

Arrangements for routine, emergency, or specialized dental care by local dentists, orthodontists or dental surgeons can be made through the Center.

Admissions to the Health Center any time of the day or night may be recommended by the physician, nursing staff, Counseling Center, Dean of Students or by student request. Any student with a fever of 100.6° or greater, or felt to be highly contagious, will be admitted to the Health Center. Any student suffering an extended or serious illness and living within a reasonable distance from the College may be sent home with his/her parents or guardian for recuperation.

Due to limited facilities and for the safety and comfort of other patients, students confined as bed patients **MAY NOT BE VISITED BY OTHER STUDENTS**; however, phone calls on the student phone (Ext. 4486) may be received and notes, books, packages, etc., will be delivered.

A student confined as a bed patient in the Health Center may not take final examinations there.

Commuting students may obtain Health Center privileges by paying a fee each semester through the Student Accounts Office. The fee covers routine and emergency outpatient care. Commuting students admitted as bed patients to the Health Center are charged a daily board fee.

All incoming residential students and those commuting students who apply for Health Center privileges must have on file in the Health Center a form reporting the results of a recent physical examination. Once received, these records are considered confidential and are available only to the medical staff.

If the medical health form has not been completed and received by the Health Center by the published date, the student will not be permitted to register for classes or check into the residence hall.

After 11:00 p.m., the Health Center is locked, and a student must call before coming to the door. If the nurse is not at the door upon the student's arrival, there is a lighted doorbell to ring. **IF TRANSPORTATION IS NEEDED TO THE HEALTH CENTER, THE NURSE ON DUTY MUST BE CALLED (EXT. 4606). SHE WILL MAKE THE NECESSARY ARRANGEMENTS FOR POLICE TO ESCORT STUDENTS FROM THE HALL TO THE HEALTH CENTER DOOR.**

Health Insurance

To be protected from financial loss caused by an accident or sickness, all students must belong to a health insurance program.

Each student is required to be covered under their family policy, an individual policy, or the student insurance program. The student insurance program is available through the Business & Finance Office, Extension 4637.

Library

The E. Lee Trinkle Library contains more than 289,000 volumes, most of which are located in stacks open to Mary Washington College faculty, staff and students. A library handbook entitled *The Resource and Services of E. Lee Trinkle Library* is made available in the Library to each student. In the handbook, information and procedures can be found concerning the arrangement of the Library and the use of its materials. In order to make the Library more meaningful to the student, a one-credit course covering bibliographical sources and research procedures is offered each semester.

Rules governing the use of the Library are contained in the section on **College Operations & Procedures**.

Lost and Found

The Lost and Found Service is administered by the College Police, Lee Hall. Students are urged to mark all belongings for ease in identification. All items found anywhere on campus

should be turned into the College Police between the hours of 8 a.m. and 5 p.m. Monday through Friday. Lost items will be held for 30 days and then discarded, given to appropriate charities, sold at auction or, if requested, the original finder may claim the item. Anyone losing an item may use "This Week" to advertise the lost item. Such notices should be submitted in writing to the Office of Publications (Lower Level, Seacobeck Hall).

Recreational Use of Goolrick Hall, Tennis Courts and Playing Fields

The recreational facilities of Goolrick Hall, the tennis courts, and track are available for use at scheduled times by students, faculty members, and employees when they are not in use for instructional or organized purposes. Goolrick Hall has an indoor swimming pool, a main and auxiliary gymnasium, a weight lifting room, handball/racquetball court, and a golf cage. The times available vary, but, in general, recreational use is from 6 p.m. to 10 p.m. Monday through Friday and from 1 p.m. to 5 p.m. on weekends. (Swimming is permitted only when a lifeguard is on duty.) Procedures for the use of Goolrick Hall are under the section entitled **College Operations and Procedures**.

Residence Halls

See section entitled **Residence Hall Policies and Regulations** for information.

Student/Faculty Dining Plan

Students have the privilege of inviting faculty members to be their guests at the College dining hall. Student hosts or hostesses must sign up 24 hours in advance in the Office of the Associate Dean of Students and pick up the ticket for which there is no charge.

Student Minority Affairs

The Office of Student Minority Affairs, established in 1983, assists both students and the College staff in the development of programs and supportive services for minority students when specific needs cannot be met through the use of existing campus resources.

The office assists in the coordination of the MWC Black History Month activities in the development of cultural, educational, and social programs which reflect the Afro-American experience.

Telephone Service

The telephone number of the College is (703) 899-4100. Each residential student will be given the number of the hall telephone nearest his or her room. Pay telephones are located on most floors of the residence halls, and these may be used by students for long-distance calls. **Only prepaid calls may be received through the hall telephones.**

The telephones in the residence hall offices are for official use and are not to be used by students. Hall telephones are to be shared by everyone and specific regulations for sharing may be established by the students of each hall. Willard Hall, Westmoreland Hall, and the small houses are the only residence halls equipped for the installation of personal telephones. Students in these halls who wish to have private lines must contact C & P Telephone Company.

A Faculty-Staff Directory containing the home and office telephone numbers of College faculty and staff personnel will be distributed in the fall to each front desk and hall telephone. If a number is not listed or cannot be found, students may call 4100 for telephone information. To receive a replacement directory, students should inquire at the Mail Room in the basement of Lower Level, Seacobeck Hall.

Food Services (Dining Hall, College Shop, Vending Machines)

All residential students pay for complete meal service—three meals a day, seven days a week. Day students may pay the full semester charge and receive meal privileges. Meals are served in Seacobeck Hall.

Hours of Seacobeck Dining Hall

Monday-Friday

Breakfast	7:15 a.m.-8:30 a.m.
Late (Continental) Breakfast	8:30 a.m.-10:30 a.m.
Salad, Sandwich and Soup	10:30 a.m.-11:00 a.m.
Lunch	11:00 a.m.-1:30 p.m.
Salad, Sandwich and Soup	1:30 p.m.-3:00 p.m.
Dinner	3:00 p.m.-6:30 p.m.

Saturday

Breakfast	8 a.m.-9 a.m.
Late Breakfast	9 a.m.-10 a.m.
Lunch	12 noon-1:30 p.m.
Dinner	4:30 p.m.-6:30 p.m.

Sunday

Continental Breakfast	8 a.m.-9 a.m.
Brunch	10:30 a.m.-1:30 p.m.
Dinner	4:30 p.m.-6:30 p.m.

A valid ID card must be presented for admittance at meal time.

Residential students may bring guests to the dining hall and pay cash for the guest's meal upon entering the cafeteria.

Meal Prices for Guests

Breakfast	\$2.90
Lunch	\$3.50
Dinner (including mid-day Sunday)	\$5.20
Premium Entree Meal	\$6.00

The College Shop, consisting of a snack bar and a short-order grill, is located in Lee Hall. The C-Shop is open to all members of the College community and their guests.

Hours of C-Shop

Monday-Friday	9 a.m.-11:00 p.m.
Saturday	noon-11:00 p.m.
Sunday	5 p.m.-10 p.m.

Snack foods and soft drinks are available from vending machines in residence halls and most academic buildings.

Building Hours

FACILITY	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Academic:							
Classroom Bldgs.	7:30 a.m.- 10 p.m.	7:30 a.m.- 10 p.m.	7:30 a.m.- 10 p.m.	7:30 a.m.- 10 p.m.	7:30 a.m.- 10 p.m.	for scheduled classes*	Closed*
*Some classroom buildings are open for special use on weekends. Departments scheduling these buildings will provide procedures for their use.							
Goolrick	8 a.m.- 10 p.m.	8 a.m.- 10 p.m.	8 a.m.- 10 p.m.	8 a.m.- 10 p.m.	8 a.m.- 10 p.m.	1 p.m.- 5 p.m.	1 p.m.- 5 p.m.
All times are in effect only when rooms are not in scheduled use. Building hours subject to change during special events							
E. Lee Trinkle Library	8 a.m.- 11 p.m.	8 a.m.- 11 p.m.	8 a.m.- 11 p.m.	8 a.m.- 11 p.m.	8 a.m.- 9 p.m.	9 a.m.- 5 p.m.	1 p.m.- 11 p.m.
Administrative:							
George Washington Hall Offices & Mail Room	8 a.m.- 5 p.m.	8 a.m.- 5 p.m.	8 a.m.- 5 p.m.	8 a.m.- 5 p.m.	8 a.m.- 5 p.m.	only by appointment	only by appointment
Physical Plant	8 a.m.- 4:30 p.m.	8 a.m.- 4:30 p.m.	8 a.m.- 4:30 p.m.	8 a.m.- 4:30 p.m.	8 a.m.- 4:30 p.m.	Closed	Closed
Student Affairs:							
Counseling Center	8 a.m.- 5 p.m.	8 a.m.- 5 p.m.	8 a.m.- 5 p.m.	8 a.m.- 5 p.m.	8 a.m.- 5 p.m.	only by apointment	Closed
Lee Hall Offices	8 a.m.- 5 p.m.	8 a.m.- 5 p.m.	8 a.m.- 5 p.m.	8 a.m.- 5 p.m.	8 a.m.- 5 p.m.	Closed	Closed
Bank	9 a.m.- 2 p.m.	9 a.m.- 2 p.m.	9 a.m.- 2 p.m.	9 a.m.- 2 p.m.	9 a.m.-2 p.m. 4 p.m.-7 p.m.	Closed	Closed
Bookstore	8 a.m.- 5 p.m.	8 a.m.- 5 p.m.	8 a.m.- 5 p.m.	8 a.m.- 5 p.m.	8 a.m.- 5 p.m.	Closed	Closed
Extended hours are maintained during fall and spring rush periods.							
C-Shop	9 a.m.- 11 p.m.	9 a.m.- 11 p.m.	9 a.m.- 11 p.m.	9 a.m.- 11 p.m.	9 a.m.- 11 p.m.	Noon- 11 p.m.	5 p.m.- 10 p.m.
Commuting Student Lounge	7 a.m.- 11 p.m.	7 a.m.- 11 p.m.	7 a.m.- 11 p.m.	7 a.m.- 11 p.m.	7 a.m.- 11 p.m.	Noon- 11 p.m.	5 p.m.- 10 p.m.
Meeting Rooms Lee Hall	Associate Dean of Students 8 a.m.-5 p.m. each day						
Pool Room	8 p.m.- 11:45 p.m.	8 p.m.- 11:45 p.m.	8 p.m.- 11:45 p.m.	8 p.m.- 11:45 p.m.	8 p.m.- 11:45 p.m.	8 p.m.- 11:45 p.m.	Closed
Other hours to be determined.							
Health Center	7 a.m.- *11 p.m.	7 a.m.- *11 p.m.	7 a.m.- *11 p.m.	7 a.m.- *11 p.m.	7 a.m.- *11 p.m.	7 a.m.- *11 p.m.	7 a.m.- *11 p.m.
*After 11 p.m., the door is locked and a student must call before coming to the door.							
Seacobeck: Dininig Rooms Basement	See section on Food Services. By appointment only. Contact the Associate Dean of Students.						
Residence Halls	See section on "Visitation" in "Judicial and Campus Disciplinary Systems" section, for more information.						

College Operations & Procedures



Where do I get an ID?

Where can I park my car?

When can I swim in the pool?

Who controls academic records?

How do I get mail?

Where can I store my bike?

How do I report an accident?

What is the College policy on alcohol?

Overview

Mary Washington College is a community of scholars. As such, it must have rules and regulations so that each member of the community may live and work in a comfortable and productive environment. Because the College community is not isolated from other larger communities, it is also necessary for the entire College community including each member of the faculty, staff, student body, and administration to abide by applicable Federal and State laws.

An environment of mutual trust is essential to the well-being of an academic community. As a result, the Honor System was created and has functioned successfully for many years on the campus of Mary Washington College. The philosophy of the Honor System, the Honor Constitution, and related policies and procedures are described in this *Handbook* so that each member of the College community will understand fully his or her responsibility to the system.

Accident Report Procedures

It is important that the Resident Director or Resident Assistant be notified immediately when an accident occurs involving injury to a residential student on or off-campus. Accidents occurring on campus to non-residential students should be reported to the College Police. The Resident Director, Resident Assistant or Police Office and Health Center will inform the Office of the Dean of Students.

When there has been injury of any kind, residential students or commuting students who have paid Health Center fees, may seek medical aid in the College Health Center.

Activities of Students Off-Campus

All student organizations are subject to approval by the Student Association through the Inter-Club Association. Approved organizations are required to register with the Office of the Associate Dean of Students. If such approval is denied for any reason, a group may not use College facilities, equipment or services under any circumstances. A group that has not received official administrative recognition may not in any way, identify itself with Mary Washington College. This policy is outlined in detail on page 29 of the *Student Handbook* in the section titled "Use of Mary Washington College Name, Seal and Logo."

If a group chooses to hold activities off-campus, the College will not support or recognize such activities in any way. If attempts are made to conduct activities on campus, such activities will be halted and further administrative action may occur. If the policy on page 29 is violated with regard to off-campus meetings or activities, disciplinary action will be brought against group members.

Should problems develop with regard to a group's off-campus activities, the College will regard such problems as a civil matter.

Alcoholic Beverages

The Code of Virginia states that persons between the ages of 19 and 21 may purchase, possess, and consume beer only. Anyone under 19 is prohibited from consuming and purchasing beer for "take-out" purposes. Those 21 and older may purchase, possess, and consume other alcoholic beverages. The purchase, possession, and consumption of beer under the age of 19 and other alcoholic beverages under the age of 21 are unlawful acts. The Code further states that consumption of any alcohol in public, except in duly licensed establishments, or being intoxicated in public are unlawful acts. The transferrence of alcoholic beverages to secondary containers **does not** make public consumption legal. Violations of these laws will be handled by the College Police.

The College defines the student's room as private and the C-Shop and Pool Room as duly licensed establishments. Anyone entering the Pool Room and/or purchasing beer in these facilities will be required to show a College Identification Card or other identification. All other areas on the campus and in the residence halls are public and non-licensed; therefore, it is unlawful to consume alcohol in these spaces except when prior approval has been obtained from the Associate Dean of Students. Beer is the only alcoholic beverage permitted in party areas by College policy.

Infractions of rules pertaining to the possession and consumption of alcoholic beverages in residence halls or the Commuting Student Lounge will be referred to the Campus Judicial Court and punishment could result in suspension or expulsion for flagrant and/or chronic violations. The judicial system is concerned only with a student's behavior and not with the cause of such behavior.

Acceptable standards of conduct at Mary Washington College include obeying the laws of the State of Virginia. Students are responsible for their behavior at all times regardless of their physical state. Any student whose behavior is offensive, disruptive, or destructive whatever the cause, violates the acceptable standards of student conduct at Mary Washington College.

Automobile Registration and Parking Regulations

The operation and parking of a motor vehicle on the campus and environs is a privilege granted by Mary Washington College. The administrative regulation of faculty, staff and student

parking is necessary to provide the least inconvenience to not only the members of the College community but to the residents who live in the immediate vicinity of the campus.

The College assumes no liability for the care or protection of any vehicle or its contents. A person operating a vehicle on the campus assumes full responsibility for observing College regulations and the laws of the City of Fredericksburg and the Commonwealth of Virginia. Enforcement of these parking regulations is the primary responsibility of the Office of College Police; however, City and State police do have legal jurisdiction.

Definition. A vehicle includes any motor-powered automobile, truck, van, motorcycle or scooter. **Parking** includes spaces in any lots or streets perpendicular and parallel to the College.

The College reserves the right to change any or all of these regulations as necessary and upon advance written notification to those individuals affected.

Reserved Parking Lots and Spaces

Certain areas are allotted for parking by the various constituencies of the College, but no space is guaranteed. Below are listed the areas where parking is permitted by each group and the time when this parking is permitted.

All residential students with vehicles must utilize assigned parking lots from 7:30 a.m. Monday through 5:00 p.m. Friday. Residential students may park in any non-restricted spaces and on the adjacent streets of Fredericksburg after 5:00 p.m. Friday and until 7:30 a.m. Monday.

A. Residential Student Assigned Parking Areas and Color Codes of Parking Lots and Auto Stickers.

1. Senior (90 or more semester hours).

Parking areas and decal strips colored light blue. *Brent, Bushnell, Chandler*, Framar, Jefferson, Marshall Lot*, Road up the hill from and in front of Marshall, Marye*, Mason*, Mercer*, Monroe*, Randolph*, Russell*, Westmoreland*, Willard*.*

2. Juniors (58 to 89 semester hours).

Parking areas and decal strips colored yellow. *Spaces marked with (*) noted under Seniors plus duPont (rear)#, Seacobeck#, Heating Plant#.*

3. Sophomores (28 to 57 semester hours).

Parking areas and decal strips colored green. *Spaces marked with (#) noted under Juniors plus Battleground Tennis Courts except short-term parking spaces, Hanover Street on the Battleground side only, Old Tennis Courts.*

4. Freshmen (27 or fewer semester hours).

Parking areas and decal strips colored red. *Battleground parking lot between soccer field and road leading to Physical Plant Complex, Hanover Street on the Battleground side only.*

B. Commuting Students. Decal strips colored white.

1. City streets parallel and perpendicular to the campus, utilizing the College side of street first, Goolrick Hall.

2. Campus Drive and Goolrick Hall after 5:00 p.m. Monday through Friday; all day Saturday and Sunday.

C. Goolrick Hall lot will be available **only** to commuting students from 7:30 a.m. until 5:00 p.m. Monday through Friday. After 5:00 Monday through Friday, any student may park in the lot until the building closes. On Saturday and Sunday, the lot is available to all students until the building closes. **There will be no overnight parking in this lot.**

D. Faculty and Staff. Decal Only.

Lots of Westmoreland, Chandler, Seacobeck, duPont, Goolrick, Monroe, Campus Drive, Maintenance Building and individual spaces designated elsewhere. Faculty and Staff are urged not to park on College Avenue.

General Vehicle Registration Requirements

1. All faculty, staff and student vehicles operated in the Fredericksburg area must be registered with the Office of College Police. A student must register his or her own vehicle. The vehicle cannot be registered in the name of another student or by another student. The registration sticker and color strip must be prominently displayed on the left rear bumper. The Office of College Police will indicate a location to display the decal for motorcycles or other vehicles without rear bumpers. Parking decals are renewable annually without cost.
2. Registration of faculty, staff and student vehicles should be completed by September 1 of each year or within 48 hours of employment or when the student brings a vehicle to the campus the first time. Unregistered vehicles are subject to towing.
3. Decals issued to residential students permit parking in specific locations from 7:30 a.m. Monday until 5:00 p.m. Friday.
4. Decals issued to commuting students permit parking at Goolrick Hall and on the city streets adjacent to, parallel and perpendicular to the campus between 7:30 a.m. and 5:00 p.m. Monday through Friday. Parking on Campus Drive after 5:00 p.m. daily, as well as weekends, is permitted for commuting students.
5. Decals issued to faculty and staff permit parking on Campus Drive and in selected lots designated for staff parking Monday through Friday.
6. All regulations apply equally to faculty, staff and students unless otherwise specified. Vehicle registration forms, decals and violation notices are official documents of the College.
7. The person in whose name a vehicle is registered will be held responsible for any violation of these regulations. Extreme caution should be exercised in lending a vehicle.
8. The College reserves the right to withdraw parking privileges if it is in the best interests of the student or the College.
9. Each day a vehicle is in violation of a College regulation constitutes a separate offense.
10. Unregistered vehicles parked on campus between 2:00 a.m. and 8:00 a.m. will be towed.
11. A student with a guest staying on campus overnight between the hours of 2:00 a.m. and 8:00 a.m. must report the license number and description of the vehicle to the Office of College Police. Any violation of this regulation may be charged to the student with whom the guest is staying, and the vehicle may be towed.
12. Handicapped and students with injuries should obtain special permission to park at locations more convenient to classes, work, residence halls, etc.

Specific Requirements for Vehicle Registration

1. Each faculty or staff member and student, regardless of status (residential, non-residential, special, etc.) must register any motor vehicle kept on College property or in the vicinity, regardless of ownership.
2. Any student operator under age 18 must have on file, as a requirement of registration, a signed statement from the owner of the vehicle indicating knowledge and understanding of the regulations and granting the registrant permission to operate a motor vehicle at Mary Washington College and in the Fredericksburg area.
3. At the time of registration, each applicant must present a current driver's license; current state registration (proof of ownership); license number; and description of vehicle (make, body, style, color, etc.).
4. If more than one vehicle is to be used on campus, all such vehicles must be registered.

5. Only the owner or authorized operator may register a vehicle.
6. The decal must correspond at all times and under all conditions with the vehicle and license plate for which it is issued. Decals are not transferable and must be removed under the following conditions:
 - (a) Change of vehicle ownership
 - (b) Termination of association with Mary Washington College
 - (c) Termination of period for which issued (decals of previous years are not to be displayed)
 - (d) Change of status or eligibility for car privileges.
7. Registration will be attested to by the appropriate display of the current decal. **THE DECAL SHALL BE DISPLAYED AS LONG AS THE VEHICLE IS USED DURING THE TERM FOR WHICH IT IS ISSUED.** Loss or defacement of a decal must be reported immediately.

Parking and Traffic Regulations

1. Motorcycles may be parked in a yellow triangle on any lot where a triangle is located.
2. Yellow painted curbs and lines, including those inside parking lots, indicate no parking, except as noted in #1 above. Parking is prohibited on lawns, crosswalks, sidewalks, in-service drives, driveways and alleys, within 15 feet of a fire hydrant, on the drive leading to the parking lot in back of duPont, loading zones and handicapped spaces, unless handicapped.
3. When using perpendicular parking spaces, the rear of the vehicle must face the parking lot.
4. At least one short interval (generally limited to 15 minutes) parking place is designated near each building. There are several others near the Library, Lee, George Washington, etc., for everyone's convenience. Failure to observe the time limit in these zones will result in parking fines.
5. Campus parking lots are not to be used for vehicle washing or repairs. The Office of College Police should be notified if a vehicle becomes disabled and subject to ticketing. Every effort should be made to keep vehicles in sound mechanical condition.
6. Automobile accidents on the campus involving property damage or personal injury must be reported immediately to the Office of College Police. If the person injured is an enrolled student, a report must also be made to the Office of the Dean of Students.
7. Traffic signs and signals, speed limits and instructions of police officers must be obeyed.
8. Driving under the influence of intoxicants is an offense against College regulations and the Commonwealth of Virginia. Offenders—employees, students or their guests—will be subject to such penalties as the law prescribes.
9. Right-of-way shall be given to fire, police and rescue vehicles by pulling to the curb until they have passed.
10. Pedestrians have the right-of-way in crosswalks.
11. Abandoned cars will be towed away at the owner's expense. Any vehicle which does not have current license plates will be presumed to be abandoned.
12. Persons having a temporary parking problem, whether of minutes', hours', or days' duration, **MUST** seek a solution from the Office of College Police. Disabled vehicles illegally parked must be moved within 24 hours.

Penalties, Enforcement, Appeal

1. Enforcement of all traffic rules and regulations is the general responsibility of the College Police.

2. A violation ticket shall not be discussed with the police officer who writes it except for clarification of the charge. The police officer has no authority to settle a ticket which has been issued.
3. Moving violations, such as speeding, reckless driving or failure to stop at a stop sign, will be referred by summons to the courts of legal action.
4. Fines, payable to the College at the Office of College Police, will be assessed for breach of campus regulations as follows:

\$5.00 Fine:

- Parked so as to block other vehicles
- Parked by backing into parking stall
- Parked at improper angle across stall lines
- Parked in excess of time limit
- Parked in prohibited area
- Parked in unauthorized lot or space
- Parked along painted (yellow) curbs
- Not parked within painted lines
- Parked facing the wrong way (left side to curb) or backed into perpendicular space
- Parked more than 12 inches from curb
- Parked closer than 15 feet to a fire hydrant
- Driving across or parking on curb/sidewalk
- Driving and/or parking on grass
- Failure to obey College traffic signs

\$10.00 Fine:

- Registration decal improperly displayed
- Registration decal not displayed

\$20.00 Fine:

- Operation of vehicle after privilege suspended or revoked
- Failure to register vehicle

Late Payment of Fine:

A \$5.00 late charge is added to a ticket if it is not paid within five working days of the issuance of the ticket.

5. Students receiving 10 parking violations within one school year will have their vehicles towed for each additional on-campus violation for the remainder of the school year. Additional violations over 10 per year are subject also to other administrative disciplinary actions.
6. Appropriate disciplinary action will be determined by the Office of the Executive Vice President, George Washington Hall. Penalties will range from the loss of driving privileges for a minimum of thirty (30) days or a suspension from the College for a just cause.
7. Students with unpaid traffic tickets jeopardize their chance for continuation or readmission, and no transcript will be issued by the College until all indebtedness is paid.
8. Appeals of violations of vehicle regulations will be heard. Anyone wishing to appeal a ticket **MUST** fill out an appeal form within five working days after the citation has been issued. These forms may be picked up at the Office of College Police, completed and returned to the Office of the Executive Vice President. A student may schedule an appointment for the hearing. It should be noted that appeals will be heard only on the issue of whether or not the cited regulation was, in fact, violated. It is no excuse that one "thought it was no violation" or "did not mean to" or "saw other vehicles" in the same situation. Decisions resulting from hearings are final.

IN CASE OF EMERGENCY ON CAMPUS DIAL 4634 OFFICE OF COLLEGE POLICE

Bad Check Charge

A \$12.00 charge will be assessed against any member of the College community for any check presented to any office or element of the College which is returned marked "not paid due to insufficient funds."

Bicycles

A student may bring a bicycle to the College but must adhere to the rules governing bicycles as listed below. Parking racks are provided at each residence hall and some classroom buildings. There is no space available for storage of bicycles during the summer months.

Procedures for registering and storing bicycles on campus are:

1. All bicycles must be licensed in accordance with the relations of the College Police.
2. Riders may not use campus or city sidewalks.
3. Bicycles must be parked in designated areas at each residence hall.
4. Bicycles may not be stored or parked in hallways, doorways, on porches, or in student rooms.
5. Between the first and second semesters and during the semester vacations, students may store their bicycles in their rooms. Bicycles found outside during these periods will be picked up and a \$5.00 storage fee will be charged.
6. Space is not available for storage of bicycles during the summer months.
7. Bicycles should be securely locked to racks when not in use.
8. Bicycles abandoned for 30 days will be donated to charity or sold at auction.

Campus Closing for Inclement Weather

If winter weather conditions dictate the closing of school, the decision to close will be announced as soon as possible. Notice will be given to the following radio and television stations:

Fredericksburg—WFLS, WFVA

Washington/Northern Virginia—Radio: WMAL, WRC, WKIX, WPGC

—Television: Channels, 6, 7, 8, 12

Richmond—Radio: WRVA, WRNL, WRVQ

—Television: Channels 6, 7, 8, 12

NOTE: The radio stations usually broadcast the information more quickly.

Campus Social Events

1. The Lee Hall Ballroom is a facility to be used for formal events, i.e., dances and receptions. Requests to serve non-alcoholic punch and light refreshments in this facility will be considered on an individual basis. Beer is not permitted in the Ballroom at any time.
2. The Pool Room is designed to provide entertainment for students in an informal setting. Keg parties are not permitted in the Pool Room. Officially recognized College organizations may sponsor live entertainment in the Pool Room.
3. The Seacobeck Basement is a facility for keg parties and a variety of other events that may or may not involve refreshments.

4. One College-wide keg party may be held each semester in Goolrick Hall under the sponsorship of Class Council, provided the building and its contents are not damaged through this use. Other requests will be considered on an individual basis.
5. Requests to schedule Goolrick Hall for College-wide events without beer or refreshments will be considered on an individual basis.
6. No beer or alcoholic beverage is permitted at any outdoor activity or event on the College campus.
7. Arrangements for all events must be made through the Office of the Associate Dean of Students.

Change of Address

A student must report a change in address immediately so that the College can notify proper persons in cases of emergency, and correctly mail grade reports, billings, and other correspondence.

A change in address occurring before the beginning of the academic session should be reported to the Vice President for Admissions and Financial Aid, Room 303, George Washington Hall.

A change in address, used by a student (P.O. Box, Local Residential, Permanent Home Address, Billing Address) which occurs after the beginning of the academic session should be reported to the Office of Student Records, Room 215, George Washington Hall.

A change in the billing address should be reported to the Office of Student Accounts, Room 111, George Washington Hall.

Dining Hall

The following rules govern the use of the Dining Hall:

1. Improper use of an Identification (ID) card in the Dining Hall, i.e., transferring, loaning, or using another person's ID card is a violation of the Honor Code.
2. An MWC ID card must be presented for admission to the Dining Hall. Each student must have an ID card. If an ID card is lost temporarily or forgotten, report card lost to the College Police Office. Only two free ID Cards will be issued each semester.
3. Food served in the Dining Hall is to be consumed in the dining area. No food that requires secondary containers (plates, cups, bowls, and glasses) to be transported is permitted out of the Dining Hall. No utensils, serving dishes, or any other equipment may be removed from Seacobeck without permission of the management.
4. Seconds will be permitted except on premium meals. Reasonable amounts of food will be determined by the hostess on duty at that particular time.
5. Shoes and shirts must be worn at all times.
6. Seacobeck will be opened ONLY during eating hours. The Dining Hall will close ½ hour after the last serving line closes. At this time, all students will be expected to leave. No studying or loitering will be permitted.
7. Malicious mischief and destructive conduct may result in the loss of Dining Hall privileges. Food throwing and other such behavior are representative of improper conduct (i.e., food fights; pyramids) and will result in immediate administrative disciplinary action.
8. No guest will be permitted to eat unless proper payment has been made or a meal ticket has been presented. Abuse of guest privileges will result in immediate disciplinary action.
9. Behavior problems and vandalism will be within the jurisdiction of the College administration.

Presidential Dining Hall Advisory Committee

The Presidential Dining Hall Advisory Committee was initiated by and is advisory to the President of the College to promote the maintenance of a high quality college food service and dining facility.

The Committee is comprised of two students from each class, Student Manager of the Food Service, one student dining hall employee, SA Lobby Chairman, the Dean of Students, the Vice President of Business and Finance, the Food Service Director, and one Resident Director.

Student appointments are recommended by the Student Association President to the President of the College who makes the final appointments.

Educational Records

Federal regulations under the Educational Rights and Privacy Act of 1974 require that the College inform students and alumni of the rights afforded them by the Act. The following summary of Public Law 93-380 has been prepared so that each student may have an opportunity to become familiar with the provisions of this legislation. The law stipulates that students who are attending or who have attended the College (and the parents of some special status students) have the following rights:

1. To be provided a list of the types of educational records maintained by the College which relates directly to students;
2. To inspect and review the contents of these educational records;
3. To obtain copies of these records upon payment of the cost for reproduction and processing;
4. To be provided with the name and position of the official responsible for maintenance of each type of record and with an identification of persons who have access to the records and the purposes for which these persons may have access;
5. To be informed of the policies of the College for reviewing and correcting these records;
6. To receive from the College an explanation of these records upon reasonable request for such explanations;
7. To obtain a hearing for challenging the content of these records;
8. To be informed of the categories of information that the College has designated as "directory information" under this Act;
9. To have the educational records treated in a confidential manner by the College. Neither the records nor the personally identifiable information contained therein, other than directory information, will be released without written consent of the student to any party other than those specifically authorized by the Act.

Persons Having Access to Educational Records

1. The College will not permit access to, or the release of, educational records without the written consent of the student or eligible parent or legal guardian to anyone other than the following:
 - a. College officials who, in order to perform properly their duties, must have access to official records.
 - b. Officials of other schools or school systems in which the student seeks or intends to enroll, upon the condition that the student be notified of the request, receive a copy of the record if desired and have an opportunity to challenge the content of the record. (MWC policies below.)

- c. Officials pursuant to their statutory responsibilities:
 1. The Comptroller General of the United States;
 2. the Secretary of Education;
 3. the Commissioner, the Director of the National Institute of Education or the Assistant Secretary for Education;
 4. State educational authorities.
- d. Any party legitimately connected with a student's application for, or receipt of, financial aid;
- e. State and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to State statute adopted prior to November 19, 1974;
- f. Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improved instruction;
- g. Accrediting organizations, for the purpose of carrying out their accrediting functions;
- h. Parents of dependent students as defined in section 152 of the Internal Revenue Code of 1954;

- i. Parties acting under authority of a judicial order or pursuant to any lawfully issued subpoena, upon condition that the students are notified of all such orders or subpoenas in advance of the compliance therewith by the educational institution;
- j. Appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons.

2. Any person may have access to "directory information" as defined by Mary Washington College under the authority of the Act, unless the student informs the custodian of the records containing such information that any or all of such information should not be released without the student's prior consent. "Directory information" includes "a student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent or other educational institution attended by the student."

NOTE: Any student wishing to have "directory information" withheld from College release should contact the appropriate office(s) in writing.

Name of Record	Academic	Admissions	Financial Aid	Non-Academic
	Permanent grade records, transcripts or transferred credits, government forms pertaining to foreign student immigration, forms and correspondence related to academic records, student-teacher evaluation forms, record of progress toward degree, schedules and registration information	Application, secondary school or previous college transcripts, recommendations, standardized test scores, application supplement (after July 1974), offer of admissions, residential or non-residential form, correspondence (All become part of Academic Record upon admission.)	Aid application and supporting financial statements, award analysis form, financial award conditions and acceptance letters, correspondence, academic information, Standardized test scores, student employment records	Personal data sheet, disciplinary records, residence hall assignments, transfer forms, letters of recommendation, student activity sheets, correspondence, counseling records, psychological test results, police records
Information Contained in The Record	Health	Financial	Placement	
	Medical information form, record of Health Center visits and admissions, consultant reports, results of tests and medical treatments	Student accounts, record of financial aid, NDSL notes, payroll files for student employees	Placement registration forms and contracts, resume, recommendations, student-teacher evaluation, job offers and rejections, residential information sheet, interview form, personal data summary sheet	
Person Responsible For Maintaining Form	Academic	Admissions	Financial Aid	Non-Academic
	Dr. Mary Ann T. Burns, Vice President for Academic Affairs & Dean; Dr. Roy B. Weinstock, Associate Dean for Academic Services	Dr. H. Conrad Warlick, Vice President for Admissions & Financial Aid; Mr. Robert U. MacDonald, Associate Dean for Financial Aid; Dr. Mary W. Pinschmidt, Vice President for Continuing Education	Dr. H. Conrad Warlick, Vice President for Admissions & Financial Aid; Mr. Robert U. MacDonald, Associate Dean for Financial Aid	Dr. Joanne G. Southworth, Dean of Students; Mrs. Mary A. K. Kelly (Counseling records); Mr. Daniel W. Bishop, Campus Police Chief (police records)
	Health	Financial	Placement	
	Dr. Ilma Overman, College Physician	Richard L. Miller, Vice President for Business and Finance	Dr. Mary Ann T. Burns, Vice President for Academic Affairs & Dean; Dr. Roy B. Weinstock, Associate Dean for Academic Services; Miss A. Isabel Gordon, Director of Career Placement Services	

3. Medical and Counseling Center records are not included in that category of records open to inspection; however, such records may be personally reviewed by a physician or other appropriate professional of the student's choice.
4. Custodians are not required to give access to financial records of parents or any information contained therein, nor are they required to give access to confidential letters and statements of recommendation that were placed in the educational records prior to January 1, 1975, or to which the student has waived the right of access.

Maintenance, Availability, Interpretation, and Disposal of Records

1. The College does not permit access to or the release of educational records to officials of other schools or school systems, except for cooperative programs, without the written consent of the student.
2. Custodians of educational records maintain an updated list of the types of such records they keep, and have established procedures for granting access to such records, except those excluded by the Act. These procedures provide for:
 - a. Inspection and review by students and eligible parents of the content of such records within a reasonable time, not to exceed 45 days, from date of request;
 - b. Copying of such records at the expense of the student or eligible parent, but not to exceed the actual cost of reproduction (provided such records are not available at their original source outside the College);
 - c. A response from the custodian to reasonable requests for explanations and interpretations of such records; and
 - d. An opportunity for such a hearing to challenge the content of such records. Such hearing shall:
 - 1) Be held and decided within a reasonable time;
 - 2) Be conducted by an official who does not have a direct interest in the outcome;
 - 3) Be conducted so as to afford a full and fair opportunity to present evidence; and
 - 4) Be concluded by a written decision within a reasonable time after the hearing.
3. Challenges to records may be made only on accuracy and not on judgments, e.g., the accuracy of the recording of a grade, but not the grade itself.
4. Occasionally, and at their discretion, custodians of educational records will review and expunge such records unless, prior to destruction, the student or eligible parent has requested access.

Scope of the Procedure

This grievance procedure is available to any student at Mary Washington College who feels that he or she has been discriminated against by one or more persons serving in an official capacity for the College, which alleged action directly or indirectly negatively affects the education or work activity of the individual and which can be corrected by the College. The complaint or allegation must be based on one or more of the following discriminatory factors: race, color, religion, physical disability, national origin, political affiliation, marital status, sex, or age (except where sex or age is a bona fide occupational qualification). This procedure is designed specifically for resolving matters of alleged discrimination as may be applicable to Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and other requirements.

Complaints of students concerning Judicial and Honor procedures and violations, student disputes with faculty members over marks or grading policies, and student campus housing policies that specify same sex roommates and single sex or coeducational residence halls shall be referred to other established procedures for resolution. If discrimination is a part of the allegation, the other established procedures will be utilized.

Procedures

Step One. A student with a complaint must consult in person with the College AA/EEO Officer or, in his absence, his designee within 10 working days after the event that gave rise to the alleged violation.

For this meeting, the student must complete and sign an MWC Form D-1 (secured from the AA/EEO Officer and returned to that office) providing the following information:

1. The basis for alleged discrimination (sex, race, age, etc.).
2. A clear statement of the facts upon which the complaint is based, including an explanation of how the student has been adversely affected.
3. An identification of the person(s) or the College policy or procedure considered responsible for the alleged discrimination upon which the complaint is based and an explanation of why the person(s) is considered responsible or why the College policy or procedure is considered improper.
4. A copy of any pertinent Board of Visitors or College policies or regulations, state statutes, contractual agreements, or other documents of custom or practice upon which the complainant relies.
5. A statement of the specific relief sought.

One purpose of this meeting is for the College AA/EEO Officer to determine whether or not the allegation is one that comes within the purview of these procedures. The decision as to whether the complaint is covered by these procedures or is properly covered under other procedures shall be made entirely by the AA/EEO Officer and announced to the complainant in writing within 10 working days after the initial meeting.

If the allegation is one that is within the purview of these procedures, the AA/EEO Officer will review all of the facts provided by the complainant and will thoroughly investigate the alleged discrimination. The findings of the investigation and the proposed resolution will be communicated in writing to the complainant within 10 working days after the AA/EEO Officer receives the completed MWC Form D-1.

Step Two. In the event a student complainant is not satisfied with the Step One resolution, the individual may request a Complaint Panel hearing within five working days after receipt of the Step One Decision. The request for a Panel hearing shall

Grievance Procedures For Resolving Allegations of Discrimination

Mary Washington College is committed, by policy of the Board of Visitors dated February 11, 1978, to the concepts of equal employment and educational opportunities for all persons. It is recognized, however, that allegations of discrimination may arise and that procedures for addressing them in a prompt, orderly and equitable manner should be available. The procedures that follow outline the processes and steps that have been established by the College to address specific allegations of discrimination.

be made on a Step Two Complaint Form obtained from the College AA/EEO Officer and returned to him once it is completed. On the Step Two Complaint Form, the complainant will provide the following information:

1. A list of witnesses to be present at the panel hearing.
2. The identification of any counsel, advisor, or observer to be present at the hearing.

This Step Two Form, together with the Step One Complaint Form, will constitute the formal application for a Step Two Complaint Panel hearing. The AA/EEO Officer shall transmit these forms to the President of the College within five working days after receipt of them.

The President shall appoint a three-member panel composed of two full-time administrators and one full-time faculty member. The panel shall then elect a chairman from its ranks and set a date, time, and place for the hearing that shall not be more than 10 working days after it is selected. The student shall be notified of the hearing date, time, and place. Before the hearing, the AA/EEO Officer will supply the panel members with copies of the complaint forms. After the hearing, the panel will submit its recommendation to the President of the College for his consideration and action. The President shall notify all parties of his decision within five working days after receipt of the recommendation of the panel. Procedures for conducting the hearing are given later in this document.

Step Three. If the President's decision is not acceptable to the complainant, the individual may appeal the decision to the Executive Committee of the Board of Visitors. To accomplish this, the complainant shall present to the President within 10 working days following the receipt of the President's decision a written request addressed to the Rector for a hearing by the Executive Committee of the Board of Visitors. Within 30 days after receipt of a request from a complainant, the Rector shall have the Executive Committee of the Board of Visitors review the record of the panel hearing and render a decision and notify the complainant.

The decision of the Executive Committee shall be final in all determinations relating to the College position on the complaint. Failure to comply with the decisions of the Executive Committee or reprisals as a result of the decision shall be cause for disciplinary action.

The conduct of the hearing shall be as follows:

1. The panel shall determine the propriety of attendance at the hearing of persons not having a direct interest in the hearing.
2. The panel may, at the beginning of the hearing, ask for statements clarifying the issues involved.
3. The hearing shall be recorded by tape, and a copy of the tape may be supplied to the complainant at his or her request for the cost of the tape.
4. Exhibits, when offered by the complainant or the College, may be received in evidence by the panel and, when so received, shall be marked and made part of the record.
5. The complainant and College official, or their representatives, shall present their claims and proofs and witnesses, who shall submit to questions or other examination. The panel may, at its discretion, vary this procedure but shall afford full and equal opportunity to all parties and witnesses for presentation of any material or relevant proofs.
6. The parties may offer evidence and shall produce such additional evidence as the panel may deem necessary to an understanding and determination of the dispute. The panel shall be the judge of relevance and materiality of the evidence offered. All evidence shall be taken in the presence of the panel and of the parties.

7. The panel will operate on the basis of a simple majority vote.
8. When all claims, evidence, and proofs are received from both parties, the panel shall deliberate in privacy and transmit its recommendation within five working days after the hearing to the President of the College. The President shall notify all parties of his decision within five working days after receipt of the recommendation of the panel.

NOTE: With consent of both parties, the panel may extend any or all of the time periods established in this procedure.

All questions relating to discrimination should be addressed to Dr. A. Ray Merchant, Executive Vice President and AA/EEO Officer, Room 15, George Washington Hall, Mary Washington College, Fredericksburg, VA. 22401, or telephoned to (703) 899-4368.

Nothing in the complaint procedure shown in this document is intended to prohibit an individual from filing in writing an allegation of discrimination with the Office of Civil Rights, Department of Health and Human Service, Washington, D.C. 20201.

Identification Cards

Each student is provided an identification card and is required to present it for admission to the dining hall, library, Goolrick Gym, tennis courts, and College-sponsored events, as well as for check-cashing purposes. The ID card is revalidated each semester for the student who is attending the College. The card is the property of the College and is not transferable; nor can it be loaned. Falsification of data is an Honor Code offense. The cards are color coded: blue, residential student; yellow, commuting student; gold, graduate student. A charge of \$5.00 is made to replace a lost card. A charge of \$1.00 is made to replace a damaged card. A student who withdraws must surrender his/her card during the check-out process to the Office of Academic Services.

Lost or Misplaced ID's

1. Report lost ID Card to College Police Office.
2. Student must agree that if ID Card is not found within 72 hours, a \$5.00 replacement card charge will be attached to the student's account.
3. Upon finding lost ID, student must present ID to Police Office in order to avoid being charged.
4. If ID Card is not presented to the Police Office in the allotted time, the \$5.00 charge will automatically be billed to the student's account.

Internships & Student Teacher Meal Reimbursements

Residential students participating in internship or student teaching programs may receive credit for the meals they must miss. The necessary forms can be obtained from the director of the program and must be submitted to the Office of Student Accounts prior to the commencement of the program in order to receive credit.

Library

General Rules

Security Control. As a measure of personal security, the Library maintains a check-point at the door. A student or a member of the College community entering the Library must be prepared to present to the attendant at the circulation desk his or her College ID card. A visitor, upon entering the Library, is asked to sign a register, giving his or her name, address, and reasons for visiting the Library.

To assure that no library materials are inadvertently or intentionally removed from the Library without being properly charged out, each person leaving the Library passes through an electronic book detection system that sounds an alarm if library material that has not been properly charged out is taken through it.

Smoking of Tobacco. Smoking is permitted only in the smoking lounge known as Foggy Bottom on the ground floor. Because of the fire hazard, smoking is not allowed in reading rooms or stack areas.

Food and Drink. To keep reading and study areas insect free and as clean as possible, food and drinks are not allowed in the building.

Circulation Rules

1. A student must present his or her ID card when borrowing a book from the Library. Since he or she assumes responsibility for all books charged to his or her card, the loss of the ID card should be reported immediately to the Library.
2. A book is loaned for a period of three weeks and may be renewed as long as no other reader has placed a hold on it. To be renewed, a book must be returned to the Library.
3. A hold may be placed on a book that is in circulation. If requested, this book will be recalled after it has circulated for two weeks.
4. The borrower is responsible for the replacement of lost or damaged library materials.
5. A fine of five cents per day is levied on all overdue books and phonograph records.
6. Two notices will be sent as reminders that a book is overdue. If it becomes necessary to send a third overdue notice, a service charge of \$5 will be levied in addition to the overdue fine.

If an overdue book has not been returned within one week after the third overdue notice is sent, the replacement cost of the book (or a minimum of \$25.00) is forwarded to the Office of the Vice President for Business & Finance where the amount is posted against the borrower's account. Should the book(s) be returned after the charge is entered on the account, the Office of the Vice President of Business & Finance credits the student's account with the full amount, except for a \$5 charge to defray bookkeeping costs.

An exception to the sending of three overdue notices is made at the end of each fall and spring semester. Since all books charged to students are due on or near the last day of exams, a student will be billed for a book not returned by the date due, even though it is impossible to have sent overdue notifications for the book.

7. No more than three phonograph records may be borrowed at one time. The period of loan is five days, renewable unless a hold has been placed on the record.
8. Periodicals must be used in the building. They may, by special arrangement, be borrowed for class use.
9. There are special rules for borrowing books from the reserve room:

- a. Overnight reserve books may be charged out one hour before closing. They are due one-half hour after the Library is open for business the following day. A request to borrow the overnight book may be submitted at any time on the day the book is to be borrowed.
- b. Three-day reserve books may be charged out at any time and are due at 8:30 a.m. on the fourth day (9:30 a.m. on Saturday and 1:30 p.m. on Sunday).
- c. Seven-day reserve books may be charged out at any time and are due at 8:30 a.m. on the eighth day (9:30 a.m. on Saturday and 1:30 p.m. on Sunday).
- d. The fine on an overdue reserve book is twenty-five cents for the first hour and fifty cents for all succeeding hours during which the Library is open.

Interlibrary Loans

For students in advanced research-oriented courses, the Library will provide interlibrary loan services if, in the opinion of the student's professor, the materials desired are absolutely essential to his or her studies. Books that are currently in print at moderate cost should not be requested on interlibrary loan.

Mail

Each residential student at Mary Washington is required by the College to rent a post office box at College Station, a federal post office adjacent to the campus on College Avenue. Students should advise all correspondents of their box number, since this is the only provision for personal mail. Box number changes must be reported to the Office of Student Records, Room 215, George Washington Hall. Special Delivery and UPS items must be addressed to the student at a specific residence hall since this service goes directly to the student and will not be accepted by the College on behalf of the student.

The College provides daily delivery of official College mail to administrative and faculty offices during the academic session and summer school. Boxes for on-campus mail going to residence halls are located in the Mail Room of George Washington Hall. It is the responsibility of the Head Desk Aide to check his or her residence hall box twice daily to deliver any mail accumulated in it to the room of the proper student. Students who wish to send letters to an administrative or faculty office may leave them with the Head Desk Aide or take them to the Mail Room in George Washington Hall. There is no charge for on-campus mail delivery.

Master Calendar

The Office of the Associate Dean of Students maintains a master calendar for the College. The use of College space for any purpose except regularly scheduled classes or labs **MUST FIRST BE CLEARED WITH THE OFFICE OF THE ASSOCIATE DEAN OF STUDENTS.** Space for events will be allocated on a first-come, first-served basis with the exception of regularly scheduled yearly events. Events should be booked as soon as possible to insure available space. A minimum notice of five working days must be given if there is any need for set-ups or extra equipment. Bookings received after that time cannot be guaranteed space or equipment. Forms for reserving space are available in the Office of the Associate Dean of Students, 205 Lee Hall.

Payment of Accounts

Full payment of fees and tuition must be received by the published due dates. If fees are not paid, the student will not be permitted to register for classes, attend classes, check into the

residence halls, or eat in the dining hall. If fees are paid after the deadline, a late payment fee will be charged.

At the end of a semester, a student with an account balance for library fines, lost books, room damages, or other miscellaneous charges will not receive grades or transcripts until the account is paid in full. Seniors whose accounts are not paid will not be permitted to participate in Commencement exercises.

Posters—Signs—Notices—Banners—Advertisements

No posters, signs, notices, banners, advertisements, etc., shall be displayed anywhere on campus except on bulletin boards within the buildings or on the outdoor bulletin boards in front of the Library and at Seacobeck Hall and on the tables in Seacobeck Hall except:

1. Posters, signs, banners, notices, etc., associated with student elections may be displayed on the outside of Lee Hall and on the brick walls of residence halls. Banners from roofs, porches, etc., may only be hung by personnel of the Physical Plant. For further information see Campaign Rules for Campus-Wide Elections under the Student Association By-Laws.
2. The College may post signs, notices, etc., as needed for campus traffic and parking control and to denote special College-wide occasions such as Alumni Homecoming, Family Weekend, and Pre-College Orientation.

Posters, signs, notices, banners, advertisements, etc., shall be fully removed by the party or parties who posted or displayed the materials within 24 hours following the event or activity.

Recreational Use of Goolrick Hall

Below are shown the procedures to be followed for the recreational uses of facilities in Goolrick Hall:

1. A student, faculty member or full-time employee must deposit his or her ID card and sign in with the person on duty at the south entrance to Goolrick. At sign-in, the user must write his or her name, the time and the area to be used for recreational purposes. (Only persons holding blue, yellow, white, gold, or green validated ID cards may use the facility.)
2. Upon departing Goolrick, the student, faculty member or full-time employee must sign out by placing the time of departure adjacent to his or her name, and reclaim ID card.
3. Abuse of these procedures that may include damage to facilities or theft of equipment either by the student, faculty member, full-time employee or any other persons utilizing the facilities in Goolrick may result in loss of privileges, compensation for losses, dismissal from the College, termination of employment, or other penalties as deemed appropriate.
4. Specific hours for use of the swimming pool, main and auxiliary gymnasiums, paddle ball court, and weight rooms are posted each semester.

Students are reminded that the playing fields are available for recreational use when not utilized for class or intercollegiate teams only after written permission has been obtained from the Chairman of the Department of Health and Physical Education.

Selling and Solicitation Policy

On-Campus: If a student wishes to represent an outside firm to the campus community, he or she must request permission to do so from the Associate Dean of Students. Permission must be granted prior to the student's beginning actual employment and will be kept on file in the Office of the Associate Dean of Students. Officially recognized student clubs and organizations may sell approved items on campus; however, door-to-door selling or solicitation in residence halls is not permitted. Organizations must receive prior approval from the Associate Dean of Students for all campus sales.

Sales and/or solicitations by outside commercial or charitable organizations may not be conducted in the residence halls. Deliveries and collections may not be made to or from individual student rooms by non-students.

Officially recognized groups may conduct raffles on campus in compliance with regulations of the City of Fredericksburg and College policies. Consult the Associate Dean of Students for further information and approval.

Outside organizations must receive prior approval from the Office of the Associate Dean of Students before conducting any business.

Off-Campus: College clubs and organizations are not permitted to sell or solicit goods and materials at locations outside the MWC Campus without permission from the Associate Dean of Students.

Student Organization Accounts

Any student organization or club that receives an allotment from the Student Association Finance Committee is required to maintain all funds in the Student Accounts Office. Failure to comply with this policy will result in the organization being ineligible to receive further funding through the College.

Use of the Mary Washington College Name, Seal and Logo

No member of the College community, student or faculty group, club or organization, or non-College group, business or individual may use the seal of Mary Washington College, the name "MARY WASHINGTON COLLEGE" or the logo, "MWC" as part of its title, name, or designation or in the title or name of any publication or for advertising purposes of items or goods without prior written approval from the Executive Vice President of the College.

Withdrawals

There are three types of withdrawal from the College. Mid-semester Withdrawal and Post-semester Withdrawal are procedures initiated by the student; Administrative Withdrawal is an action taken by appropriate authorities of the College.

Mid-semester Withdrawal. A student who elects to withdraw from the College during a semester must report to the Office of Academic Services before the last day of classes to obtain forms and instructions. In order to withdraw, the student must do the following:

1. Complete the official withdrawal form.
2. Obtain clearance from designated officials of the College.
3. Meet all outstanding financial obligations to the College.
4. Submit evidence of parental authorization to withdraw, if applicable.

5. Officially check out from the residence hall and return the room key to the Resident Director.
6. Return the MWC ID card (and key to the Associate Dean of Students, if applicable) to the Office of Academic Services.

No courses or grades will be recorded for the semester; however, a notation of withdrawal and the date will be made on the student's permanent record.

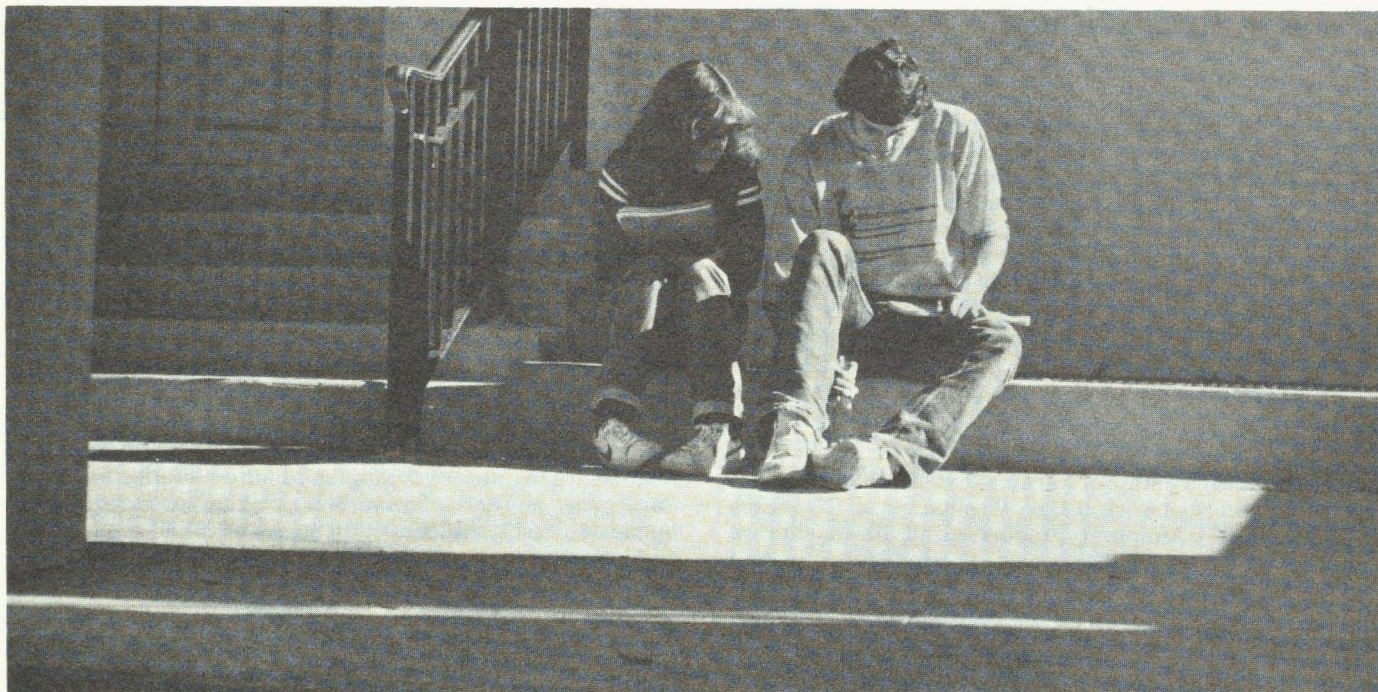
Post-semester Withdrawal. A student who does not plan to register for the next semester must report to the Office of Academic Services to withdraw formally from the College. At the time of this withdrawal, the student will be given the opportunity to apply for leave of absence.

Administrative Withdrawal. A student who is required to withdraw from the College by the Vice President for Academic Affairs & Dean, by action of the Honor Council, or as a result of an Administrative Hearing, must report to the Office of the Dean of Students. Withdrawal procedures will be initiated by that office. A student who is expelled by action of the Honor Council or an Administrative Hearing, or one who withdraws under accusation of an honor offense is not eligible for readmission and is not permitted to return to the campus.

A student who withdraws in good academic standing may be readmitted if he/she has been granted a leave of absence. A student who withdraws while on academic probation may be readmitted only by approval of the Readmission Board. Any student who plans to return should request a leave of absence. (See Leave of Absence).

Fee adjustments are based on the official date of the withdrawal, which is the date that the withdrawal form with all clearances is received in the Office of Academic Services.

Academic Policies & Regulations



How do I get an advisor?

What is a Departmental Representative?

What is the Dean's List?

How do I drop a course? How do I get a transcript?

What is a leave of absence?

What is academic probation?

What are final honors?

Overview

This section is designed to give students basic information regarding certain academic functions of the College. For further information, students are urged to consult the Dictionary of Academic Regulations or contact the Office of Academic Services, 209 George Washington Hall.

Absences From Class

A student unavoidably absent from class for a week or more because of hospitalization, serious illness, or sudden emergency, should notify the Office of Academic Services by telephone, 899-4694. Students should also be fully aware of the College's class attendance policy which is stated on pages 1 and 2 of the *Dictionary of Academic Regulations*. Copies of the *Dictionary* are available in the Office of Academic Services, 209 George Washington Hall.

Academic Advising

The Office of Academic Services provides advising on academic matters for students who have not declared their major. The Associate Dean for Academic Services coordinates the work of the Academic Counselor and Advisers who are available in the office to consult with students on programs, career possibilities, and related academic matters. A student may at any time affiliate with a department and be assigned a pro tem departmental adviser who will informally advise the student on departmental and career aspects of course selection. After three semesters of course work (43 credit minimum) a student may declare a major and be assigned a faculty adviser in his or her major department.

Academic Probation

Probation means a state of warning that a student does not have, for all recorded work at Mary Washington, a "C" average on graded courses. After every grading period, all students are sent probation notices (or suspension notices) if their overall grade point average has fallen or remained below 2.00. For more complete information see the *Dictionary of Academic Regulations*.

Academic Review Board

If there is a dispute between a student and a faculty member concerning a decision of the faculty member, every effort should be made by them to resolve the matter. If the disagreement cannot be resolved, the student may request a review of this decision no later than the end of the following semester, recognizing that the burden of proof is on the student.

In such cases, the following procedure is to be followed:

1. The student will submit a written statement of the matter under dispute, with any supporting material, to the chairperson of the department of the faculty member concerned (to the Vice President for Academic Affairs and Dean if the dispute is with the chairperson), with a copy sent to the faculty member.
2. Within seven (7) days the chairperson will review the dispute, consulting with the faculty member and student concerned, with other department members as appropriate, and will attempt to settle the dispute. If agreement is reached at this level, the process ends.
3. If either party does not accept the recommendation of the chairperson, the chairperson will forward all material including his/her recommendation to the Vice President for Academic Affairs and Dean.
4. The Vice President for Academic Affairs and Dean will review the material submitted and will determine whether or not further consideration of the matter could be fruitful. If the decision is that it would not be fruitful, the Vice President will render a final decision. If he/she deems that further consideration is needed, the matter will be referred

to the Academic Review Board to act as a conciliator between the student and the faculty member involved.

5. The Academic Review Board shall consist of the Vice President for Academic Affairs and Dean (acting as chairperson), two members of the Committee on Faculty Affairs, and the chairperson of the student Academic Affairs Committee or his/her appointee.
6. The Academic Review Board will hear the evidence of both the student and the faculty member on the matter and, within two weeks of being convened, communicate its recommendations to the Vice President for Academic Affairs and Dean with copies to the student, faculty member and chairperson involved.
7. The Vice President for Academic Affairs and Dean will then render a decision which will be final.

If a student has a disagreement with regard to more than one individual decision with a faculty member, or if the student believes the faculty member has committed a breach of professional ethics, this may be conveyed to the chairperson or to the Vice President for Academic Affairs and Dean by the student or through the department representative for administrative review.

Career Advising

Each academic department has assigned at least one faculty member from whom students may obtain information about careers in that particular discipline. The Assistant Dean for Academic and Career Advising coordinates the efforts of these Career Advisers and offers various programs on career development to assist students at all stages of career exploration and job search.

Career Placement

Seniors and Juniors may open files in the Career Placement Office located in GW 203. A duplication fee of \$3.00 is charged for student files.

Commencement

Graduating Seniors are required to attend Commencement exercises unless specifically excused by the Vice President for Academic Affairs and Dean.

Dean's List

The Dean's List is published once a semester by the Office of the Vice President for Academic Affairs and Dean. It recognizes outstanding academic achievement by members of the student body who are full-time students. The minimum grade point average for attaining Dean's List status is 3.5. Any grade of "I" (incomplete) at the end of a grading period disqualifies a student from eligibility for the Dean's List.

Departmental Representatives

The role of Departmental Representative is a serious one that requires considerable dedication. The basic duties of representatives are to represent the views of the majors to the faculty and to serve as liaisons between the majors and the Chairperson. Specifically, the representatives are responsible for attending all regularly scheduled monthly meetings of the Department and such other meetings as may be called on an ad hoc basis; they have voting rights at such meetings and are

expected to contribute to the deliberations. They are also required to attend all Student Academic Affairs Committee meetings. More generally, the representatives are regarded as the student leaders of the Department and are expected to uphold and promote the interests thereof in all appropriate ways. In short, the position of representative is not merely an honorary one, but is one of responsibility, and it should be sought only by students who are willing to devote the necessary time to it.

Election Guidelines, Roles and Responsibilities of Departmental Representatives

A. Election Procedures

1. Nomination and voting by declared majors to be represented.
2. Eligibility for election—must be a declared major who will have at least 58 credits toward an MWC degree by the opening of the next academic session.
3. Elections—to be conducted by the outgoing representatives and/or the departmental chairperson.
4. Time of election—second semester of academic year, by date set by the Academic Affairs Chairperson at a uniform time campus-wide.
5. Election results—to be reported in writing by department chairperson to the Student Association Academic Affairs Chairperson and the Vice President of Academic Affairs and Dean.
6. Term of office—one academic year. If an elected representative is unable to complete the term of office, for any reason (e.g. internship conflicts) a re-election will occur.
7. A Departmental Representative may serve more than a single one-year term.

B. Number of Representatives

There shall be one student representative for each 20 majors or fraction thereof. Departments composed of more than one discipline shall have representatives for each of those disciplines. In no instance shall there be more student representatives than faculty members in a department.

C. Roles and Responsibilities

1. To attend all meetings of the department faculty and have a voice on all appropriate matters concerning students in that department.
2. To attend every meeting of the Student Association Academic Affairs Committee and represent his/her department.
3. To assist with the advising of undeclared majors each semester.
4. To call meetings of his or her department majors regularly:
 - a. to inform students of department matters
 - b. to inform students of SA Academic Affairs Committee matters
 - c. to keep minutes of department majors' meetings
 - d. to furnish the Department Chairperson with a copy of minutes from meetings of the department majors
 - e. to plan extra-curricular activities for the department as desired
 - f. to coordinate departmental social events in order to promote good student/faculty relations.
5. To act as a mediator in any minor student/faculty dispute within the department.

Drop/Add Policy

Courses may be added only during the first week of class. Course registrations may be changed from graded to pass/fail or from pass/fail to graded in the first two weeks of class. Schedules for dropping courses are published in the College Calendar and are available in the Office of Academic Services. For complete information on procedures, consult an Academic Adviser or the Office of Academic Services (G.W. 209).

Examinations, Final

All final examinations or tests given in lieu of final examinations must be given during the regularly scheduled examination period at the end of each semester either at the time listed for the course in the officially announced schedule or on a self-scheduled basis. If, in the opinion of the instructor, a course cannot benefit from a final examination or project (such as critiques), the instructor should formally request release from the requirement from the Academic Dean. Only if that request is granted in writing can the instructor complete the work of the course before the examination period. To protect the purpose of Reading Days, no examinations, including "take-home" examinations, can be distributed before the first day of the examination period. "Take-home" examinations must be returned to the professor at his/her regularly scheduled examination period(s).

A student who has not taken a required final examination has not completed the course requirements and fails the course.

In accordance with Honor Council procedures, a student is required to pledge to disclose neither the contents nor the form of any examination until after the conclusion of the examination period.

Examinations are scheduled for three hours and should not interfere with subsequent examinations.

Self-Scheduling. Examinations that cannot conveniently be given at more than one time (for instance, those that use slides or tapes, or laboratory arrangements) will be given just once, in the time scheduled for that class hour in the officially announced schedule. This period will not be available for self-scheduling.

In all other courses, a student is allowed to schedule his/her examination in a particular course in any of the time periods allotted to the instructor of that course except those set aside as in the paragraph above. At least one week in advance of the first examination period, students must inform their instructors, in writing, when they wish to take examinations. Conflicts or hardships will be resolved by the instructor in consultation with the Academic Dean.

Illness or Emergencies During the Examination Period.

Any illness or emergency that prevents a student from attending an examination should be reported to the Advising Office before the examination time. No examinations may be taken in the Health Center. Any student admitted to the Health Center who is too ill to take an examination at the scheduled time should give the title of the course, name of the instructor, and time of the examination to the head nurse, who will give this information to the Advising Office. Any commuting student who becomes ill during the examination period should call the Advising Office directly. The Advising Office will notify the instructor of the reason for the absence from the examination, but it is the student's responsibility to get in touch with the instructor to arrange a time for the make-up examination as soon as health permits.

Field Trips

Field trips in individual courses may be initiated by a professor when the activity is an integral and necessary part of the required classwork. The College does not, however, excuse students from classes that may be missed while the student participates in a field trip. Therefore, all trips must be planned at a time when participating students will not miss other classes, except as they may voluntarily choose to do so.

Honors

Recognition of outstanding academic achievement is made at Mary Washington College through the honors award system. Intermediate honors are awarded to a student who as a freshman and sophomore maintained a grade point average of 3.75 or higher. Final honors are awarded to a student who as a junior and senior maintained a 3.75 or better average. Departmental honors are awarded major subjects to students with qualifying grade point averages who undertake special projects or theses. Academic distinction is awarded at Commencement to students who have maintained high levels of scholastic achievement. There are three levels of distinction: summa cum laude for those who have attained a grade point average of 3.75 or higher; magna cum laude for those with a 3.50-3.74; and cum laude for those with a 3.25-3.49.

Internships

Juniors and Seniors in good standing may earn academic credit for supervised and sponsored quality work experiences. Due to the ideal geographical location of the College (midway between Washington, D.C. and Richmond) many internship opportunities are available in both the public and private sectors. These work experiences may be used to explore theories, to confirm or modify career aspirations, or to develop particular skills. Often students benefit not only by enhancing their work histories but also by making valuable contacts in their disciplines. Students may be reimbursed for meals missed by contacting the Internships Coordinator.

Leave of Absence

A degree-seeking student who intends to return to Mary Washington College but does not plan to register for the next semester *must* request a leave of absence from the Associate Dean for Academic Services. Leaves of absence are classified as:

Study leave—for a student who leaves to study at another college or university on a program fully approved in advance by the Office of Academic Services for transfer credit toward a Mary Washington College degree.

Personal leave—for a student in good standing who leaves during a semester or after the end of a semester but who plans to re-enroll within one calendar year.

Conditional leave—for a student on academic probation who leaves during a semester or after the end of a semester who plans to petition the Readmission Board to allow him/her to re-enroll within one calendar year.

Regardless of academic standing, any student who does not register for a semester and has not requested a leave of absence may not return to Mary Washington College without approval by the Readmission Board.

Readmission Board

This panel, comprised of faculty and administrators, is appointed by the Vice President for Academic Affairs and Dean. The Board hears appeals concerning length of academic suspension and modifies the term when this is deemed appropriate. The Board also has the authority to approve or disapprove readmission contracts.

Student Membership on Faculty Committees

There are various student-faculty committees, all of which welcome and encourage active student participation. These committees deal with many areas of College concern—such as academic policies and procedures, administrative responsibility for specific aspects of the College program, and specific interests involving students and faculty.

Any student interested in serving on one of these committees must first file an application during the second semester of the academic year with the Academic Affairs Committee. An ad hoc committee of the Academic Affairs Committee will study these applications, conduct interviews, and make recommendations for student representatives to the President of the Student Association. The President will make his or her nominations for student representatives to the President of the College. The President will then formally invite these students to be members of a committee. The following is a list of faculty committees on which students serve:

College AA/EEO Advisory—The function of this committee is to assist and advise the College AA/EEO officer on all aspects of affirmative action and equal employment opportunity, including periodic review of the Affirmative Action Employment Plan and the Equal Opportunity Program of the College. The committee also provides ideas and suggestions to the College administration for improvements in the plan and program for equal opportunity for the College.

Committee on Academic Affairs—This committee is responsible for evaluating undergraduate academic policies, procedures and standards on an ongoing basis, formulating recommendations as necessary to ensure the continuing reputation and record of Mary Washington College as a high quality, liberal arts institution.

Committee on Campus Academic Resources—The function of this committee is to provide information and recommendations to the librarian and the library staff, to administer the academic public occasions budget, to select from its membership appropriate faculty representation to the Distinguished Visitor in Residence Committee and to provide information and recommendations to the Audio-Visual Department and the Director of Academic Computing.

Committee on Course Offerings—This committee reviews, approves or rejects proposals from various departments for course deletions, designation of General Area Requirement Courses and changes in the organization or numbering of departmental offerings. In its deliberations, the committee will consider general philosophy, departmental and College facilities, staffing and current course offerings.

Committee of Special Programs—This committee is responsible for monitoring the internship and the BLS programs in cooperation with the Office for Continuing Education. Also, this committee reviews, approves or rejects special majors, special degrees and applications for undergraduate research awards.

Distinguished Visitor in Residence—This committee is in charge of selecting, inviting, organizing and supervising programs and activities of the Distinguished Visitor in Residence.

Committee for Faculty Development and Evaluation—The committee studies the general questions of faculty evaluation and makes suggestions as to the types of evaluation systems that will be fairest, most accurate and most useful in determining teaching effectiveness and other contributions to College Life.

Transcripts

Transcripts are available from the office of Student Records. The cost is \$2.00 per transcript unless more than one copy is being mailed to the same address at the same time. In that event, the cost is \$2.00 for the first copy and \$1.00 for each additional copy. OFFICIAL transcripts must be mailed directly from the Office of Student Records to the college, business, or agency identified by the student. Unofficial copies of one's own transcript may be obtained from the Office of Student Records for \$2.00.

Residence Hall Policies & Regulations



How do I sign up for a room?

What do I do with my junk over the summer?

How do I organize a party for my hall?

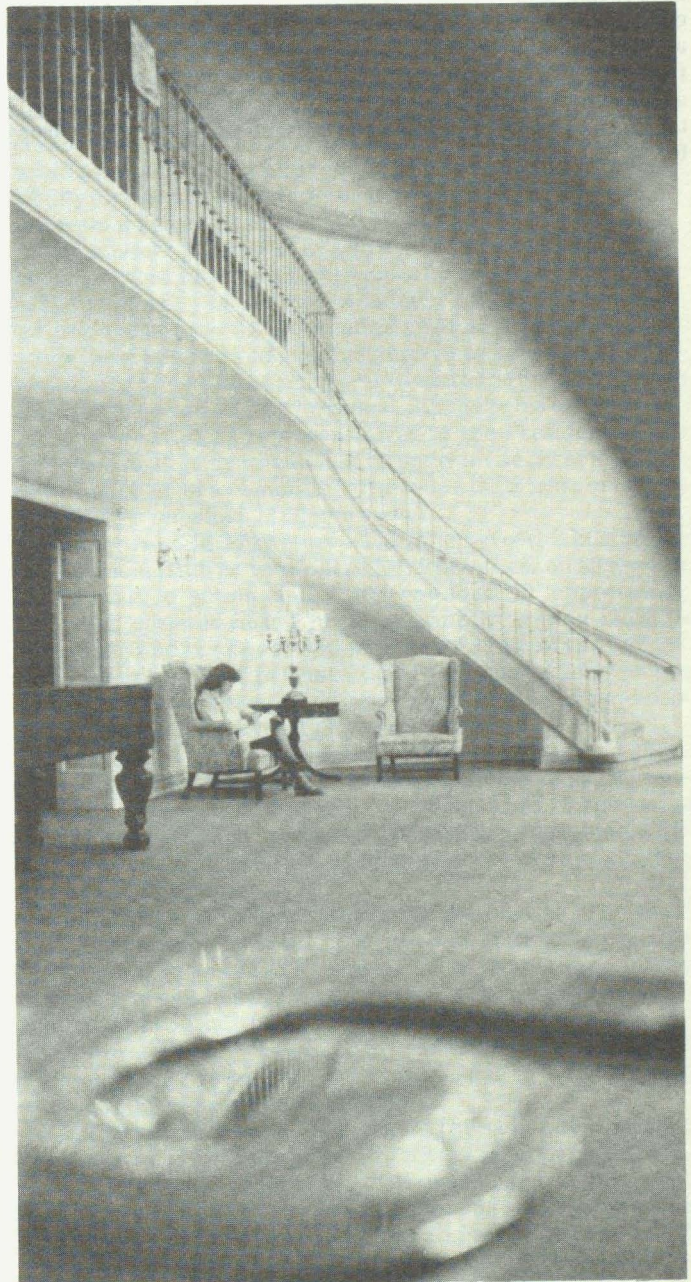
What does the Campus Safety Committee do?

Overview

Residence hall* life is a very important aspect of college life for Mary Washington College students. Students are not required to live in College housing. The opportunity to reside on campus is a privilege, not a right, and is extended only to students who are willing to abide by all College rules and housing regulations.

Each residence hall is supervised by a College official who is responsible to the Associate Dean of Students. The official, or his or her appointed representative, must remain on duty in the building at all times. In addition, each of the residence halls has an elected leader, the Hall President, and one or more appointed Hall Judicial Chairpersons.

* The words residence hall or hall are used interchangeably and are in reference to any residential unit on campus. No differentiation is made between residence halls and houses in the policies and guidelines set forth in this section.



Change of Status as a Residential Student

Students desiring a change of residence involving leaving College housing for private housing or vice versa must notify the office of the Associate Dean of Students. Normally, requests

to move from residence halls received after June 15 are not approved. Students wishing to change status at the end of the fall semester must notify the Office of the Associate Dean of Students of their intentions by December 1, or they will be required to pay the spring semester room charge.

Any student desiring a room change involving College housing must obtain prior approval from the Office of the Associate Dean of Students (205 Lee Hall). Each case will be considered on its individual merits.

Cooking and Ironing

Cooking in a residence hall is permitted only in kitchenettes. Any food kept in student rooms must be in metal or plastic containers with tight lids. Ironing is permitted only in designated pressing rooms.

Furnishings for Residence Hall Rooms

The furnishings provided by the College consist of a bed, mattress, chest of drawers or a dresser-desk, and chair. Not included are pillows, blankets, linens, towels, study lamps, irons, curtains, or bedspreads. No furnishings in the students' rooms, lounges, parlors, or any other areas of the residence hall may be removed. Students are not permitted waterbeds or like furnishings. Students, however, may construct lofts provided these lofts adhere to the MWC Loft Policy and are inspected by a Residence Hall Director.

Hall Closings

All residents must vacate the residence hall unless special permission is obtained from the Associate Dean of Students to remain in the residence hall until Commencement (unless the student is a candidate for graduation) or beyond the designated period that the halls are open after examinations.

Loft Policy

The following guidelines will be adhered to concerning the construction and installation of lofts in residence halls:

1. Lofts must be free standing. Bolts, nails, etc. cannot be sunken or adhered to walls, floors, and ceilings to support the loft.
2. Lofts are to be completely dismantled and removed from the room when the occupants finally vacate the room, either by changing a residence hall during the year, or upon final check-out at the end of the fall or spring term; this includes those who homestead. (Residence Halls are used during the summer for conferences.) At that time, the room should conform to the original room condition report, with all furnishings returned and restored, as they were upon check-in. Failure to dismantle and remove all materials as well as replacing the original furnishings will result in assessment of all labor costs to the occupants.
Please note: The College **WILL NOT** store any part of the loft structure after dismantling permanently or during the summer months. If any loft or parts of loft are left in the room or residence hall, it will be destroyed.
3. Upon special permission from your Residence Hall Director, you may move furnishings into the storage room within the building. We suggest that you label all furnishings removed from your room. However, you will be assuming any responsibility for these furnishings being lost or stolen.
4. The residents who build the loft will assume responsibility for any damages to the room caused by the loft, and will be billed accordingly. Furthermore, the College is not responsible for any injuries to the occupants of the room or their guests as a result of the loft's existence.

5. Upon the completion of the loft, the occupants will contact the Residence Hall Director for an inspection.
6. Lofts must be located and constructed in such a way that they do not interfere with access to windows, air-conditioning units, plumbing, or other items needing periodic maintenance, and that they do not interfere with or obstruct exits from the room in case of emergency.
7. Attached room fixtures (curtain rods, light fixtures, phones, electrical switches, air-conditioning/heating covers, etc.) may not be removed or relocated due to loft construction.
8. Failure to complete a Loft Policy Form by students who construct a loft will constitute a violation of the housing contract. This form must be completed within one week of the completion of the loft construction and installation.

Parties—Group & Hall

The residents of a hall may request designated areas of that residence hall to be declared "private" for the purpose of holding a party at which beer is to be served. The request for an area of the residence hall to be declared private must be made to the Residence Director. (For further rules concerning "Parties" see the section entitled "Student Affairs Policies and Regulations").

The following procedure shall be followed for a residence hall party (as used here the term residence hall refers to all occupants of the hall):

1. A form providing a list of details of the party must be completed and submitted to the Residence Director at least two working days before the event.
2. In consultation with the Resident Director or Resident Assistant (in small houses), the Hall Council must give its endorsement to the plan.
3. The students of the residence hall must be informed of the specifics, and a vote of approval must be obtained from 80 percent of the entire population of the hall.
4. Copies of the plan must then be submitted to the Associate Dean of Students.
5. A member of Hall Council and a Hall Judicial Chairman must be within the hall to ensure that a party functions properly.
6. During these "private" parties, a student may enjoy personal visitation in his/her own room. To implement this, a second sign-in point must be established to register guests for visitation. **In addition, hall officers are to ensure that no student or guest may enter or leave a party or a residence hall room carrying an opened container of alcoholic beverage.**
7. The maximum number of individuals are available at the Office of the Associate Dean of Students and from each Resident Director. These numbers were derived by a joint committee composed of representatives of the Association of Residence Halls, the College Administration, the Campus Fire Marshall, and the state Fire Marshall. The numbers refer to the total individuals permitted in the area at any time. Individual residence hall rooms, unit areas **closed to public view**, and designated "party rooms" are the only areas in which beer may be consumed.
8. Expenses incurred for a party are the responsibility of those sponsoring it. No admission fee, collections at the door or donations at the party will be permitted.
9. Residential hall parties may be scheduled for Friday and Saturday nights and the night preceding either an official College break or the first Reading Day. Each time a residence hall wishes to declare itself "private", it must follow the above procedure.
10. Group parties will not be permitted on weekdays, during Reading Days, examinations, or during the period from the end of examinations to Commencement.

11. Group parties at which no alcoholic beverage is being served (birthday, shower) and other social functions should be held with all due consideration of other residents.
12. **Keg Policy**
 - a. Use of kegs will be in keeping with the Mary Washington College Group and Hall Party Policy.
 - b. The size of kegs used shall not exceed half-keg size for hall parties. Students using kegs for private parties must not use more than a single quarter-keg in a residence hall room.
 - c. Organizations sponsoring parties in residence halls are recommended not to use more than one (1) half-keg per every thirty (30) guests expected. Organizations must specify that they are using kegs when they request that an area in the residence hall be declared private. Information regarding keg party procedures can be obtained from the Residence Director.
 - d. Sponsoring organizations shall be responsible for clean-up resulting from the use of kegs. They shall also be responsible for any damage to College facilities, furniture, or other property resulting from the use of kegs.
 - e. Individual students using a quarter-keg for a private party may not use more than one per room. Students shall be required to take protective care of College property in their room. Any damage resulting from the use of a keg will be charged to the student responsible.
 - f. Students must, in using a keg, provide some form of protective material (plastic or metal container and tarp or plastic sheet) underneath the keg, in order to safeguard College property.
 - g. Students are reminded that they must follow all College policies and state laws for alcohol use when using kegs. (Refer to p. 21). Further information can be obtained from the Associate Dean of Students.

2. If College personnel have reason to suspect a maintenance problem of an emergency or reasonably critical nature, such as to render notice unfeasible, they may go into a residence hall room to investigate and to perform necessary maintenance.
3. A student who is negligent regarding the care of his/her room can expect to have his/her privilege of living in a residence hall withdrawn by the Associate Dean of Students.

Room Registration

Room registration and assignment takes place in the second semester. To be eligible to participate in room registration for the following year, a student must have filed his or her Declaration to Continue with the Office of Admissions and Financial Aid and paid the appropriate fees.

Specific instructions for the room registration process are distributed by the Office of the Associate Dean of Students and individual Resident Directors prior to room registration. Applications for the small houses are available from the Office of Associate Dean of Students.

Safety

For reasons of safety, students are urged to avoid dimly lighted areas on campus and to have someone accompany them when walking on campus after dark. Students should report any incidents immediately to the College Police (Ext. 4634).

All students are urged to lock their residence hall room and to make sure that the front door of the residence hall is secure when keying-in. Special locks or chain locks on doors are not permitted.

Drying racks, trunks, suitcases, or any obstruction may not be placed in hallways, steps, or doorways.

Campus Safety Committee

The Campus Safety Committee was initiated by and is advisory to the Dean of Students. It was formed to increase student awareness concerning safety issues. The objectives of the committee are:

1. To gain support of the College community in creating a safer campus environment.
2. To educate students in measures of awareness and prevention.
3. To strengthen safety procedures on campus.

The College campus will be divided into nine districts with a representative from each district serving on the committee. Student appointments are recommended by the Student Association President to the Dean of Students, who makes the final appointments.

Smoke Detectors

The College has placed smoke detectors in hallways, stairwells, and rooms of all residence halls. (Refer to page 48 for smoke detector regulations).

Storage of Personal Belongings

The College will provide limited storage space for trunks, footlockers, and suitcases only. **No other items may be stored.** Anything else will be removed (cardboard boxes, rugs, lamps, etc.) and disposed of by the College. Items to be stored must be labeled with a plain label showing student's name, address, residence hall, and room number. The Resident Director will designate an area for this storage. **The College is not liable for loss or damage to any personal property stored by a student either in storage areas or their assigned rooms.** Students are

Residence Hall Government

Residents in mixed class residence halls elect a hall president in the spring for the following session (freshman hall residents elect in the fall). The hall president is the representative to the Student Association through the Association of Residence Halls. He/She has the following responsibilities:

1. Scheduling a meeting of the hall at the beginning of the year and explaining the regulations of the College and the Student Association,
2. Assisting residents in determining whether or not they wish to establish additional regulations for their particular hall or house,
3. Guiding and counseling occupants in the housing unit when conflicts or problems arise,
4. Handling grievances within the particular housing unit,
5. Representing his/her hall at the Association of Residence Hall meetings,
6. Working with the residence hall staff to develop and implement hall programs.

Room Inspections

Rooms will be inspected during the fall mid-semester vacation, Christmas vacation, spring vacation, and at the end of the academic year for physical conditions and cleanliness.

1. At any time, College personnel may make maintenance and safety inspections of the College premises, including residence hall rooms. Such inspections will not involve examining the student's personal property. No warrant is needed for these inspections. Inspections will be routine, and reasonable (24 hours) notice will be given in other than emergency situations.

encouraged to check current insurance policies to determine if their personal belongings are insured.

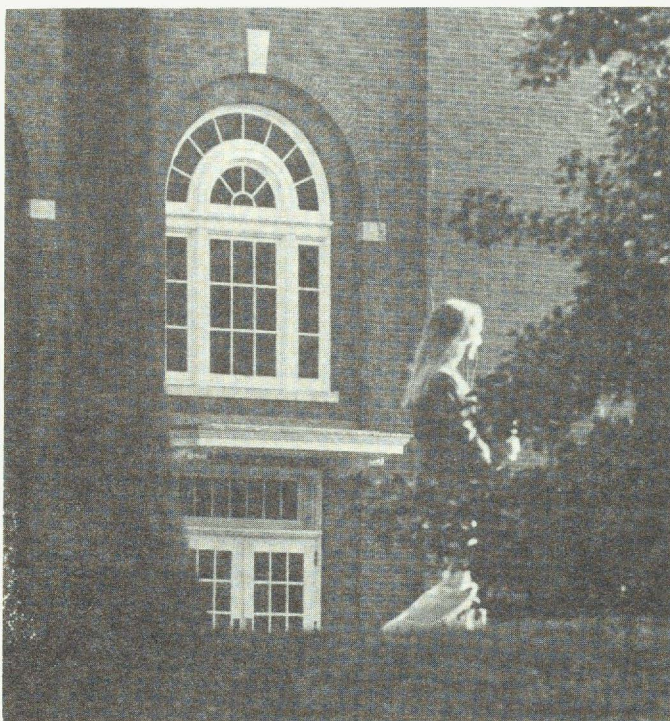
Telephones

The telephones in the residence halls have been installed for student convenience. Students may use the phones to call on campus or in the Fredericksburg area. Students cannot place long distance calls from hall phones. Pay phones and "charge-a-call" phones are provided for this purpose. Room phones are permitted in halls with telephone jacks. Should abuses occur to any of the hall telephones, the C & P Telephone Company will investigate, identify, and prosecute offenders. When offenders are convicted, the College will also take disciplinary action.

Trash Disposal

Trash in a residence hall is to be deposited in designated areas and is removed on a regular schedule. Students are expected to remove trash from their rooms and deposit it in designated areas.

Judicial and Campus Disciplinary Systems



What policies are listed in the Housing Contract?

Who is my judicial rep?

How does the judicial system work?

What is an administrative hearing?

What is the College policy on alcohol use?

What do I do during a fire drill?

What is the College's guest policy?

What does "visitation" mean?

Overview

A academic community should promote maximum opportunities for self-government. To this end, the College administration has delegated certain authority to the Student Association for the supervision and control of student life in the residence halls.

All students of the College are members of the Student Association which is dedicated to promoting the standards and objectives of the College. The Association participates in the establishment of rules and regulations regarding certain aspects of the College operation, especially those in regard to

residence halls, and has assumed responsibility for enforcing these and certain other College regulations. These rules are presented in other sections of the *Handbook*.

Since the President of the College is charged with the responsibility for the regulation of all aspects of student life at the College, the College administration must insure that the campus environment remains safe, comfortable, and supportive of the objectives and standards of the institution. The regulations contained in this section are for this purpose.

All students and other members of the College community are expected to uphold standards that reflect credit to themselves and the institution and to abide by all College rules and regulations. Should the conduct or action of a student, or group of students, be detrimental to the environment of the College, or interfere with the educational process or the operation of the institution, the President of the College is charged by the Board of Visitors to take such disciplinary action as he deems appropriate, including expulsion.

1984-85 Housing Contract

Mary Washington College students are not required to live in College Housing. The opportunity to reside on campus is a privilege, not a right, and is extended only to students who are willing to abide by all College rules and housing regulations.

1. Assignment of Residence Hall Rooms

Residence hall rooms are available only to students classified by the College as having full-time student status. Only College assigned occupants may reside in residence halls or houses. Each student must occupy the room assigned by the Office of the Associate Dean of Students, and a student may not change a room assignment without permission from that office. A student may not sublet an assigned room. In case of withdrawal from the College during the academic year, a student is required to vacate his/her room within forty-eight (48) hours after the withdrawal date. If circumstances result in one student occupying a double or triple room or two students occupying a quad, the student(s) may be assigned a new roommate(s). A student who does not accept this assignment will be billed for a single room.

2. Change of Status from Residence Hall to Commuting Student

The deadline date for a student to change his/her status from a residence hall student to a commuting student is June 15, 1984. All requests for a change of status must be made in writing and received in the Office of Admissions and Financial Aid by 5:00 p.m., June 15, 1984. A residential accommodation is reserved for each student who files a Declaration to Continue Card as a residence hall student. A student who changes from residence hall to commuting status after June 15 and prior to the opening of the College will be required to pay the room charge for the first semester 1984-85. A student who abandons a room during a semester to reside off the campus or has his/her privilege to reside in the residence hall removed by the College must pay the room charge for the full semester. A residential student who wishes to change status at the end of the Fall Semester must notify the Office of the Associate Dean of Students of his/her intentions by December 1, or be required to pay the Spring Semester room charge. The Associate Dean of Students may exempt a student from his/her contract in extreme circumstances.

3. Opening and Closing of Residence Halls and Check-Out

Opening and closing dates and times for room occupancy are specified in the College calendar and must be observed. Residence halls are closed during vacations and no student is permitted to remain in a residence hall during these periods. Students must check out of their residence hall in the presence of a hall staff member following established guidelines. Failure to do so will result in an automatic \$25.00 fee.

4. Guest and Visitation

Guests in a residence hall must sign a guest book in the residence hall office. A guest is defined as any person in a residence hall to which he or she is not assigned a room by the College. Mary Washington College students visiting members of the same sex are not required to sign the guest book unless attending a group party in the residence hall. Guests of the opposite sex (maximum three (3) per student assigned to the room) may visit in a room only during the specified hours of visitation. Guests are not permitted in residence halls during Reading Days. During the Examination Period, occupants of the residence halls, with proper petition submitted to the Associate Dean of Students, may have visitation. Overnight guests of the same sex visiting in the residence hall must be registered in the guest book and may remain no longer than two (2) consecutive nights. **No overnight visitation is permitted in any room by members of the opposite sex except in**

Jefferson and Marshall Residence Halls. Members of the immediate family of a student (father, mother, sisters, brothers, grandparents) may visit a student in his/her room at any time until the closing hour of the residence hall. They are not required to sign the guest book. However, members of the family who are enrolled as students at Mary Washington College must adhere to the visitation guidelines set forth for all students.

5. Room Furnishings

The College provides a bed, mattress, and chair for each student; and students share a chest of drawers and desk. Not included are pillows, blankets, linens, towels, study lamps, irons, curtains, or bedspreads. Students are permitted to construct lofts, provided these lofts adhere to the MWC Loft Policy and are inspected by the Residence Director. No furnishings in students' rooms, lounges, or any other area of the residence halls may be removed without prior permission from the Residence Director.

6. Prohibited Items in Residence Halls

The following items, belonging to students or in their possession, are prohibited in rooms or other areas of the residence halls; air conditioners, personal refrigerators over sixty watts, cooking and heating appliances, exterior radio or TV antennas, firearms, ammunition, firecrackers or similar explosives, illegal drugs, and drug paraphernalia. No occupant or visitor is permitted to collect and/or assemble, any amount of flammable material which could constitute a fire hazard anywhere within the residence hall area; nor is an occupant or visitor permitted to kindle any type of fire within the residence hall other than a match or lighter for the purpose of lighting cigarettes, cigars, or pipes. No animals or pets, except fish, are permitted anywhere in the residence halls. The College Police will remove pets from the campus with the costs borne by the student violating the regulations.

7. Damage to College Property

Each student is responsible for the general condition of the premises assigned to him/her. Damage, replacement, and/or vandalism of College property and unsanitary conditions within residence hall rooms are not tolerated. A student guilty of any one of these actions can expect to have his/her privilege of living in a residence hall promptly withdrawn by the College. Charges for malicious damage, defacement of College property, or removal of College property from the room/common areas will include labor, material, and administrative costs. Charges will be assessed to occupants of the room; or if related to a common area, will be assessed equally among residents of the floor or hall. Common areas are defined as areas in common use such as bathrooms, lounges, recreation rooms, units or corridors. Any unsanitary condition created by the students in a room or hall will be remedied at the expense of the responsible residents.

8. Room Security

Each student is issued a key to his/her room for the duration of his/her residency. If the key is lost, not turned in at check-out, or destroyed, the student is charged a lock change fee of \$15.00. Students who live in houses will be assessed \$25.00 for loss of a front door key. Students who return a key at check-out that has been duplicated off campus will be charged for a lost key and will be referred to the Honor Council. **The College is not liable for loss of or damage to any personal property belonging to a student.**

9. Use of Assigned Rooms

Solicitation and sales in the residence halls are prohibited, except with prior written permission of the Associate Dean of Students. Collections from or deliveries to individual student rooms are not permitted. Rooms are for student residence only and may not be used for commercial purposes. Students may not perform babysitting service within the residence halls. No children or babies may be brought into the halls for babysitting purposes.

10. Storage

Limited provision for storage of properly marked trunks and large suitcases is made in each residence hall. Between semesters and during the first and second semester vacation periods, students may store bicycles in their room. During the summer vacation, students are provided with limited storage space for properly marked trunks and suitcases. The College is not liable for any items stored by students at any time.

11. Room Inspections and Reservation of Rights by the College

Rooms will be inspected during the fall mid-semester vacation, Christmas vacation, spring vacation, and at the end of the academic year for physical condition and cleanliness. A student who is negligent regarding the care of his/her room can expect to have his/her privilege of living in a residence hall promptly withdrawn. The College reserves the right to (1) change any room assignment or rate; (2) enter any room for routine or emergency maintenance, cleanliness inspections, and other valid causes; (3) control use of rooms in the event of epidemic; and (4) terminate the housing contract for a violation of any provision of the contract, the visitation policy of the College, other College rules and regulations, or for other reasons deemed sufficient by the Dean of Students.

12. Affirmative Action

Consistent with College policy, housing assignments are made without discrimination by reason of race, color, religion, national origin, age, marital status, or political affiliation.

13. Student Statement of Acceptance

I have read and understand the contents of this housing contract. I agree to abide by the conditions and provisions as stated in this contract which I accept as legally binding for the entire 1984-85 academic year. Further, I understand that violation of any provision of this contract may result in the immediate withdrawal of my privilege to live in College housing.

Judicial Court Members

Seniors	Jeannie Smith Wendy Stone Elaine Thomasson
Juniors	Jim Cahill Troy Knighton Donna Metzger
Sophomores	Maria Miranda Chris O'Donnell
Freshmen	to be elected to be elected to be elected
Judicial Court Secretaries	Sereina Black Ann Richards

Hall Judicial Chairmen

Ball	Elizabeth Beiden to be appointed
Brent	Abas Adenan
Bushnell	Thomas Denehy Alan Potts
Custis	to be appointed
Fairfax	to be appointed
Framar	Kimberly Slayton
Hamlet	Andy Flemer Bruce Loving
Jefferson	Lisa Matthews Mary Ellen Phelan Jara Stoothoff
Madison	R. Derek Irelan
Marshall	Cynthia Ames Donald Redmond to be appointed
Marye	Barbara Heller
Mason	Kathel Dunn to be appointed to be appointed
Mercer	Lynda Runey
Randolph	Robin Behin Christen Bradford Shelley Laurell
Russell	to be appointed to be appointed
Tyler	John Pimblett
Virginia	Heather Rust Kimberly Stevens
Westmoreland	Sarah Hood to be appointed
Willard	Mary Kate Behan Andrea Canova Tammy Shortt

Judicial

All judicial powers granted in the SA Constitution shall be vested in the Residence Hall and Commuting Student Judicial Chairmen, the Campus Judicial Court, the Judicial Appellate Board, and the Campus Judicial Chairman. The Judicial Court reports to the Student Association Executive Cabinet through the Campus Judicial Chairman.

A. The Residence Hall and Commuting Student Judicial Chairmen

The Residence Hall Judicial Chairman shall administer punishments for hall infractions and certain other minor infractions; he or she will act as the mediary between the accused and the Campus Judicial Court and the Campus Judicial Chairman.

All Residence Hall and Commuting Student Judicial Chairmen shall be appointed in the second semester of the academic year for a term of two semesters. Each Residence Hall Judicial Chairman shall

reside on campus throughout his or her term of office. The Student Association Judicial Court has the authority to delegate full hall judicial chairman powers to Resident Assistants.

B. Procedure For Investigating Social Infractions

1. Upon hearing or seeing a Student Association or visitation violation, a student should call or go and find the Hall Judicial Chairman. If the Hall Judicial Chairman (HJC) is not in, a member of the residence hall staff or a member of the Hall Council should be contacted (i.e., President, Vice-President, Secretary-Treasurer of the hall). One of these residence hall officers is needed as a witness or an aid in the investigation. If, and only if, no one can be located, ask another student to accompany you.
2. Knock on the suspected offender's door, announcing who you are and your capacity in the hall. Say that you have reason to believe that a violation is or has occurred. Relate to that individual the circumstances as you know them. Above all, remind the student of his/her right to remain silent at this time. The Resident Hall Director has the right as stated under "Searches and Seizures" in the *Student Handbook*, to enter a room where he/she believes a College violation is occurring. The Resident Director may, in case of a visitation violation, instruct the member of the opposite sex and any other visitors, to leave the room; but again, the student need not say anything at that time.
3. Contact the HJC as soon as possible. The HJC then contacts witnesses and/or others involved. If there are conflicting accounts of the incident, written statements must be obtained.
4. The HJC will then contact the Campus Judicial Chairman and discuss whether or not a trial is warranted.
5. If it is decided that a trial is warranted, then the HJC will inform the suspected offender that a trial will be held, what exactly they are being accused of, inform them of their rights and explain what those rights mean.
 - a. The suspected offender does not have to say anything.
 - b. The suspected offender is on his or her honor while discussing the circumstances of the case.
 - c. The suspected offender may have an open or closed trial. At an open trial, only as many people as can safely fit into the area in which the hearing is to be held may attend.
 - d. The suspected offender may have character witnesses.
 - e. In all judicial matters under consideration by student courts, students have the right to due process.
6. Accusations must be made within four school days after knowledge of the incident. This time limit may be extended by the Campus Judicial Chairman. Extensions will be made only under extenuating circumstances.
7. The Campus Judicial Chairman informs the suspected offender in writing of the date, time, and place of the trial and of the student's rights regarding the charge and trial.
8. If the suspected offender fails to appear at the trial, he/she forfeits his/her right to speak. The trial will be held based upon the testimony of the Hall Judicial Chairman, the Residence Hall President, or the Organizational head. The Campus Judicial Chairman will inform the suspected offender of the decision reached by the court.

C. The Campus Judicial Court

The Campus Judicial Court shall be composed of the Campus Judicial Chairman and twelve elected members, three from each class. The court shall hear those cases referred to it by the Residence Hall Judicial Chairman.

If a judicial representative feels that he or she cannot hear the case objectively, the representative shall disqualify himself or herself from the trial. A quorum of five must be present to hold a trial.

Procedure for Campus Judicial Court Hearings:

1. The Residence Hall Judicial Chairman or accuser and the suspected offender are introduced to the court by the Campus Judicial Chairman.
2. The Residence Hall Judicial Chairman briefly relates to the judicial court the circumstances of the case and/or other facts relevant to the case.
3. The court may ask questions after each testimony.
4. The chairman reminds the suspected offender that he or she is on his or her honor to tell the truth, that he or she does not have to testify, and that character witnesses may testify if so desired.
5. The chairman asks the suspected offender to relate the circumstances surrounding the case to the court. After this, the Residence Hall Judicial Chairman may question the offender.
6. Any other witnesses are then escorted into the courtroom.
7. All witnesses are reminded that they are on their honor when giving testimony.
8. The suspected offender has the opportunity to cross-examine and raise any questions he or she may have.
9. After testimony, the chairman adjourns the court for deliberation. The court may recall the accused, the accuser, and any witnesses to question further their testimony. At this time, additional comments may be made. The court must reach a unanimous decision after discussion.

All records of a trial (tape and minutes) in which a verdict of guilty is given will be kept locked in the judicial files. It shall be the duty of the Campus Judicial Chairman to see that these records are properly and safely stored. Inspection of these records will only be granted to any person who may prove his or her legitimate interest in that case to the Judicial Court.

In the case of a not-guilty verdict, all minutes and tapes of the trial shall be destroyed.

10. The court is reconvened and the Chairman announces the Campus Judicial Court's decision.
11. The Campus Judicial Chairman must remind the offender of the right to appeal the decision to the Judicial Appellate Board.
12. All hearings will be assumed closed unless the accused requests otherwise.
13. The disciplinary action will be presented to the violator in a letter with a copy to the violator and other appropriate persons. (See *Disciplinary Actions* in the section entitled *Judicial and Campus Disciplinary Systems*).

Procedure for Appeal to Judicial Appellate Board:

The Judicial Appellate Board shall be composed of the Campus Judicial Chairmen, and three non-biased members of the Campus Judicial Court, the class president, or in the event of a conflict of interest, the vice president of the class of which the accused is a member. All will serve with equal voice and vote.

An accused who has been found guilty of a judicial regulation by the Campus Judicial Court may, within five school days after notification of the decision of the Campus Judicial Court, request the Judicial Appellate Board to review the decision of Campus Judicial Court on any one or a combination of the following grounds:

- a. that the evidence is not sufficient to support the finding of guilt.
- b. that the Campus Judicial Court denied the accused procedural due process.
- c. that the penalty was too harsh for the offense committed.

In an appeal, the student shall set forth all his or her objections to the action of the Campus Judicial Court. The Judicial Appellate Board will meet after receiving the letter of appeal to reconsider the case in its entirety. The accused is entitled to all rights and considerations such as the right to counsel, character witnesses, and an open trial if so desired.

Procedure for Appellate Hearing:

1. The Campus Judicial Chairman reads the letter of appeal to the Appellate Board and adds any relevant information.
2. Should the Campus Judicial Chairman be involved in the hearing, the senior representative will act as temporary chairman for the hearing.
3. Testimony is heard in its entirety.
4. The decision of the Appellate Board is never more harsh than the decision of Campus Judicial Court.
5. The decision of the Judicial Appellate Board shall stand and be final.
6. The Residence Hall Judicial Chairman shall be notified of the decision.

Administrative Hearings:

The Board of Visitors has charged the President of the College with the responsibility for student discipline and the regulation of the various aspects of student life at the College. The President has delegated to the Student Association authority for supervising certain aspects of student life, including the formulation and enforcement of a number of mutually-agreed-upon regulations. There are other rules and regulations; however, for which the administration of the College maintains primary enforcement responsibility. In addition, violations of local, state, and federal laws are subject to criminal prosecution by these bodies.

If the administration initiates disciplinary action, the student accused of the violation will be provided the opportunity for a hearing before the Administrative Hearing Board. The aforementioned violations include, but are not limited to, violations of the Housing Contract and other College rules and regulations.

Examples of Housing Contract violations heard by the Administrative Hearing Board include, but are not limited to: possession of drugs and lack of cleanliness. Examples of College regulations and rules to be heard by the Administrative Hearing Board include, but are not limited to: failure to comply with notice to leave the premises, destruction of property resulting in a cost exceeding \$200.00, disorderly conduct, trespassing, unauthorized entry and possession of weapons.

Generally, a hearing will take place prior to the College taking any disciplinary action; however, if the student is accused of a violation that results in criminal prosecution or is of a nature that may endanger or disrupt the well-being of the College community, the student may be suspended from the College until such time as the hearing can be scheduled. The purpose of the hearing is to provide a full account of the circumstances and facts involved.

The Administrative Hearing Board shall have full authority to determine the disciplinary action, if any, to be imposed upon a student found guilty of a violation. An exception exists however, if the Board determined that the student should be expelled from the College. In this instance, the presiding officer, the Board Chairman, shall brief the President on the circumstances and findings prior to the decision becoming final. If for any reason, the President of the College concludes that a lesser penalty be more appropriate than expulsion, the President may accordingly amend the decision of the Board. The President may not impose a punishment more harsh than that of the Administrative Hearing Board.

The following procedures will be observed in regard to administrative hearings:

An alleged violation of College rules will be investigated thoroughly by the Dean of Students or his/her designee, hereafter known as the Investigator. He/She will conduct an investigation and, from the results of this investigation, determine whether or not a hearing is warranted. If the investigation produces sufficient cause to believe that a violation of a College rule has taken place, the student will be notified in writing of the charge(s).

The responsibilities of the Investigator shall include: proper respect of the student's right to confidentiality; conducting the initial investigation at which time the charges are explained to the student. The Investigator shall then decide whether a hearing is warranted. If so, the Investigator will discuss the hearing procedure with the accused student as well as the date, time and place of the hearing and suggest possible means of defense. The Investigator shall contact witnesses and notify them of the date, time and location of the hearing. The Investigator shall act as the official accuser and be present at the hearing. The Investigator shall notify the Chairman of the Administrative Hearing Board as to the date, time, and location of the hearing.

1. The accused must make an appointment with the Dean of Students, the Investigator, immediately upon notification of the accusation. The accused should make this appointment no later than twenty-four (24) hours after such notification. The purpose of this appointment is to discuss the accusation(s) with the student.

If the Investigator does not feel that a hearing is warranted, yet the accused is not satisfied with the results of the appointment, then the accused may request an Administrative Hearing. This request should be made to the Chairman of the Administrative Hearing Board.

2. Should more than one student be charged in a case of joint participation in a violation, each student will be provided the option of having an individual appointment with the Investigator to discuss the violation. Should the Investigator or student feel that a hearing is warranted, then the accused students may opt for separate hearings.
3. Upon completion of the appointment, the Investigator will decide whether or not a hearing is necessary. If so, the Investigator will then notify the accused and arrange in consultation with the Board Chairman the date, time, and location of the hearing. The Chairman will then notify the accused of the names of the members of the Administrative Hearing Board who will hear the case. This notification will be at least seventy-two (72) hours prior to the hearing. The seventy-two (72) hour time period may be waived in writing by the accused if he/she desires.
4. An accused student shall be entitled to choose one advisor to appear with him/her at the hearing. This advisor will be a selected member of the Student Defense Commission, faculty, or staff of the College. If the student elects to have an advisor, he/she must notify the Chairman of the Administrative Hearing Board at least twelve (12) hours prior to the hearing. The role of the advisor shall be:
 - a. To advise the student in preparation of his/her defense.
 - b. To assist the student in making opening and closing remarks.
 - c. To cross-examine and raise questions on behalf of the accused.
 - d. To assist in the preparation of an appeal.
5. Hearing Procedure:
 - a. The Chairperson calls the Hearing to order.
 - b. The accused, advisor, and accuser/Investigator enter.

- c. All are reminded of the Honor Code.
- d. Introductions are made.
- e. The procedure to be followed is explained to the accused.
- f. The Investigator or his/her appointed designee states the charge.
- g. The accused is asked if he/she understands the charge.
- *h. The evidence supporting the accusation is submitted.
 - i. The witnesses are called in and reminded of the Honor Code.
- *j. The witnesses supporting the accusation give their testimony. There will be an opportunity for questioning by the Board and by the defense at the end of the testimony of each witness.
- *k. The evidence supporting the accused is submitted.
- *l. The witnesses supporting the accused give their testimony. There will be an opportunity for questioning by the Board at the end of the testimony of each witness.
- m. If the defense wishes, there will be an opportunity for character witnesses to testify.
- *n. The accused and/or advisor and the Investigator present their final statements.
 - o. All leave except the members of the Hearing Board who stay for their deliberation and voting. This deliberation should include verdict and punishment. If necessary, the accused, the advisor, the Investigator, or the witnesses may be recalled to insure that facts concerning the case are evident and clear.
 - p. The accused may be found guilty or not guilty or charges may be dismissed or amended. The decision must be agreed upon by at least three members of the Hearing Board. Appropriate sanctions are discussed and a vote is taken as to the sanctions to be assigned.
 - q. The accused, advisor, and Investigator, are called back in, at which time the Chairman then informs all persons present of the Board's decision. If found guilty, the sanction(s) are announced and the Chairman reminds the accused of his/her right to appeal.
 - r. Unless there is any further discussion, all are dismissed.

*The Hearing Board, advisor, accused, and Investigator are permitted to ask questions at the end of the following testimonies, statements, and presentations of evidence: h, j, k, l, and n.

Administrative Hearing Board:

1. The Administrative Hearing Board will consist of eight members from the College community, each of which are appointed annually by the President of the College in consultation with the Campus Judicial Chairman. Representatives from both the faculty and the administration will occupy six (6) positions on the Board. Two voting members of the Administrative Hearing Board shall be the Student Association President and the Campus Judicial Chairman, or their appointed designees. The Chairman of the Administrative Hearing Board shall be appointed in addition to the eight (8) Board members. He/She will preside over the proceeding and investigation. The responsibilities of the Chairman of the Administrative Hearing Board shall include:

1. to protect the accused student's right to confidentiality and guarantee due process.
2. to contact the members of the Hearing Board to notify them of the date, time, and location of the hearing.
3. to notify the President of the College of the Board's decision.

2. A quorum of four must be present to hold the hearing. One student member, or appointed designee, must be part of the quorum. The others should be reserved in the event of an appeal.
3. The Chairman of the Administrative Hearing Board shall provide for the proceedings of the hearing to be tape recorded solely for the purpose of providing the Administrative Hearing Board Appellate Council with a record of the hearing in the event the student may appeal the decision. No recording or taping of the hearing shall be made by other persons. The Chairman shall maintain the hearing tape for the period of time the student is allowed to make the appeal. If an appeal is not made within the time allotted, the Chairman shall erase the hearing proceedings from the tape. In the event of an appeal, the tape shall remain in the possession of, and under the control of, the President until final disposition of the appeal. The student shall be provided reasonable access to the tape for purposes of review, with the understanding that no duplicate of the tape shall be permitted.

Appeal Procedures:

A Student shall have the right to appeal his/her case within five (5) days after notification of the action. Appeals must be submitted in writing to the President. The appeal must be based upon one or both of the following grounds: denial of procedural due process and/or penalty too harsh.

The President will request all material pertaining to the case from the Chairman of the Administrative Hearing Board. After he has reviewed all of the evidence, the President will consult with the Chairman of the Administrative Hearing Board and the student representative to review the appeal. The President will make a decision. The decision of the President is final.

Penalties for Violation of College Rules and Regulations

The minimum and maximum sanctions listed within each category are given for the purpose of indicating the range of sanctions that may be expected if College rules and regulations are violated. Aggravated and/or repeated violations may result in more serious sanctions than those indicated.

Student Judicial Court

Malicious Destruction of property under \$200.00 (p. 47) ... (Restitution-Suspension from Residence Hall*)

Dining Hall—Improper Conduct (p. 24) (Probation-suspension of privilege to eat in Dining Hall*)

Housing Contract Violation (p. 41)
Keg Policy (Reprimand-Disciplinary probation)

Accidental Damage under \$200.00 (p. 46) Restitution-Suspension from Residence Hall*)

Interfering with Judicial Process (p. 46) (Disciplinary probation to Suspension from the Residence Hall*)

Violations of Other Policies (Reprimand-Suspension from Residence Hall*)

Administrative Hearings

Alcoholic beverages (p. 21) (Probation-Suspension from Residence Hall-Suspension)

Destruction of Property over \$200.00 (p. 47) (Restitution-Suspension)

Disorderly or Obscene Conduct (p. 47) (Reprimand-Suspension)

Drugs (p. 47) (Suspension-Expulsion)

Housing Contract Violations (p. 41) A student guilty of any one of the following actions can expect to have his/her privilege of living in a residence hall promptly withdrawn by the College:

Drugs	Suspension-Expulsion
Damage over \$200.00	Restitution-Expulsion from Residence Hall
Unsanitary Conditions	Restitution-Suspension from Residence Hall
Interfering with Judicial process (p. 46)	Probation-Suspension
Notice to Leave Premises (p. 51)	Probation-Suspension
Failure to Comply with Official Directives (p. 55)	Reprimand-Suspension
Trespassing (p. 51)	Probation-Suspension
Unauthorized Entry (p. 51)	Reprimand-Suspension
Violation of Other Policies	Reprimand-Suspension
Weapons and Projectiles (p. 52)	Probation-Suspension

*The sanctions of suspension from the Residence Hall and suspension of Dining Hall privileges must have the approval of the Dean of Students.

Closing Hours

All residence halls except Jefferson and Marshall are locked by the Resident Director or person in charge at the following times: Sunday-Thursday at 12 midnight. Friday and Saturday at 2:00 a.m. Jefferson and Marshall are locked at 2:00 a.m. Sunday-Thursday and 3:00 a.m. on Friday and Saturday. A student returning after the closing hour may, upon presentation of proper identification to the Office of College Police, obtain a key to his or her residence hall.

Guests of the opposite sex must be signed out five minutes before the closing hour in compliance with the visitation policy.

A student leaving the residence hall after closing hour is urged to notify the Office of College Police of his or her leaving. A student who leaves a residence hall after the closing hour **MUST LEAVE THE RESIDENCE HALL FROM THE MAIN ENTRANCE, AND THEN LEAVE CAMPUS IMMEDIATELY.**

Compliance With Judicial Process

All students are expected to comply with any disciplinary conditions imposed upon him or her by a judicial body or College official.

No student shall engage in any activity that disrupts, unfairly influences, or obstructs the judicial process of Mary Washington College or the Commonwealth of Virginia. This includes but is not limited to activities such as:

1. Attempting to influence, intimidate, or threaten any witness, council member, or other participant involved in the preparation of a case or the procedures constituting a judicial proceeding.
2. Inappropriate, illegal, and unjust distribution, announcement or publication of confidential judicial information, letters, or decisions.
3. Conducting oneself in an unruly and inappropriate fashion towards any official when being confronted on judicial matters.
4. In full, cooperating completely with the Mary Washington Judicial System, which includes complying with all restrictions/penalties set by the Judicial Court.

Courtesy Hours:

1. The established courtesy hours in all residence halls are from 8:00 p.m. to 7:00 a.m., Sunday through Thursday. And coeducational halls will also observe courtesy hours from 2:00 a.m. to 8:00 a.m. on Friday and Saturday. These hours may be expanded by 80% vote in each hall.
2. Consideration of others is expected at all times. Record players and musical instruments must be kept at a volume that cannot be heard outside the occupant's room. It is recommended that musical instruments be played in practice rooms in duPont Hall or in piano rooms or music rooms specifically designated for that purpose in the residence hall.
3. Strict study ("24-hour quiet hours") in halls will be in effect during Reading Days and examination periods.

Damage to College Property

Each student is responsible for the general condition of the premises assigned to him/her. Damage, replacement, and/or vandalism of College property and unsanitary conditions within residence hall rooms is not tolerated. A student guilty of any one of these actions can expect to have his/her privilege of living in a residence hall promptly withdrawn by the College.

Charges for malicious damage, defacement of College property, or removal of College property in the room/common areas will include labor, material, and administrative costs. Charges will be assessed to occupants of the room. If charges are related to a common area, they will be assessed equally among residents of the floor or hall. Common areas are defined as areas in common use, such as bathrooms, lounges, recreation rooms, units, or corridors.

The cost of repair for several typical damages include: reassembly of bed frame \$25; painting room \$250; cleaning of room at the end of semester \$25; replacement of screen \$50-\$75. This list reflects repair cost at the start of the College fiscal year 1984. It is not possible to guarantee that such prices will be in effect throughout the year.

Unsanitary conditions created by students in a room or hall will be remedied at the expense of the responsible resident(s). For more detailed information on room damage costs, consult the Resident Director or Office of Associate Dean of Students (205 Lee Hall).

Destruction of Property

No student shall intentionally or negligently damage or destroy property belonging to or in the care of the College or a member of the College community or a campus visitor. Damage caused accidentally should be promptly reported to the Resident Director or appropriate College official. Failure to report accidental damage will be considered a violation of this regulation.

Disclosure

The Desk Aide has the right to stop and question any person entering the residence hall to determine his or her purpose for being there. A student is required to, upon request, provide the full name of his or her guest to any of the following authorities:

College Administrators	Honor Council & Contacts
College Police	Hall Judicial Chairman
Resident Directors	Residence Hall Officers
Resident Assistants	Campus Judicial Chairman
Desk Aides	Student Association President

Responsibility

- A. All guests must abide by the rules and regulations of the College at all times and are liable for any damage they may cause to any property.
- B. Each student is responsible for the behavior of his or her guests and is liable for any damage to property caused by his or her guests.

Disorderly or Obscene Conduct

No student shall be involved in the following at College related events, on College property, or in College-owned buildings or vehicles:

- 1. Fighting
- 2. Creating a disturbance
- 3. Making excessive noise
- 4. Obscene conduct or language
- 5. Disorderly conduct

Disciplinary Actions

The following disciplinary actions may be levied against students violating College policies and regulations. The disciplinary action will be presented in written form to the violator, with a copy sent to appropriate judicial representatives, Resident Directors, and a copy placed in the student's personal file in the Office of the Dean of Students.

The disciplinary action will cover a specific period of time. At the end of this time, the student is responsible for going to the Dean of Students' office and insuring that the letter is removed from his/her file

- a. **Restitution**—Reimbursement in money for damage to or destruction of property. Normally restitution is not considered sufficient penalty for willful damage or destruction of property.
- b. **Reprimand**—A letter of censure for violation of College policies and regulations will be sent to the violator. The reprimand will cover a specific period of time. If a student is found guilty of a breach of College regulations during this period of time, he/she is immediately placed in a more stringent disciplinary category.
- c. **Disciplinary Probation**—A student placed on disciplinary probation will be subject to any of the following:
 - 1. exclusion from participation in any College or student extracurricular or social activity of any kind (including non-credit athletics, performing groups, organization office, and other activities in which the student publicly represents the College);
 - 2. forfeiture of permission to operate or maintain a motor vehicle on campus;
 - 3. forfeiture of Residence Hall visitation;
 - 4. forfeiture of privilege to spend the night in any residence hall room other than his or her own;
 - 5. forfeiture of privilege to key in after residence halls close. A student will receive disciplinary probation for a period of time to be determined by the appropriate body and is subject to more serious disciplinary action if he or she violates College policy and regulations during the probationary period.
- d. **Assignment of Constructive or Educational Task**—A task that benefits the individual, campus or community (such as a volunteer service or service-related activity).
- e. **Restrictions**—A student may be restricted from entering specified buildings or residence halls.
- f. **Suspension from the Residence Hall**—The student loses the privilege of living in a College residence hall for a specified length of time, after which the student is allowed to reapply for residence hall living through the Associate Dean

of Students and may be admitted, provided there is space available. During the suspension period the student may not visit in the Residence Halls at anytime.

- g. **Expulsion from the Residence Hall**—The student loses the privilege of living in College residence halls at any time.
- h. **Extension of Penalty/Transcript and Registration Hold**—Any student failing to comply with a disciplinary decision within the designated period will be assessed a penalty greater in severity than the original penalty. In addition, a transcript and registration hold will be placed on the student's academic record.
- i. **Suspension**—Separation from the College for a period of time with the approval of the President. Individuals responsible for payment of the student's College bill will be notified immediately by telephone by the Dean of Students or designee. A letter will be sent to the student, the person responsible for the payment of the student's College bills, Student Records, Office of the Vice President for Business & Finance, Admissions Office, and copies placed in the permanent file in the Dean of Students' Office. When suspended, the student must leave campus within 36 hours after the penalty has been imposed.
- j. **Expulsion**—Permanent removal of the student from the College is subject to the approval of the President. Persons responsible for payment of the student's College bills will be notified immediately by telephone by the Dean of Students or designee. A letter will be sent to the student, person responsible for payment of bills, Student Records, Office of the Vice President for Business & Finance, Admissions Office, and copies placed in the personal file in the Dean of Students' Office. When expelled, the student must leave campus within 36 hours after the penalty has been imposed. A student expelled from the College is permanently ineligible for readmission.

Drinking of Alcohol

Rules for the possession and consumption of alcoholic beverages are explained in the section entitled College Operations and Procedures. It should be noted that beer is the only alcoholic beverage permitted in party areas designated by the College.

Drug Policy

Mary Washington College does not tolerate the possession or use of illegal drugs on the campus.

The use, providing for other's use, manufacture, merchandising, or possession of drugs without a doctor's prescription is prohibited by Federal and State laws and by the College. Possession of drug paraphernalia on the campus is prohibited by the College. Violations of these rules can be expected to result in suspension or expulsion from the College, as well as prosecution by the civil authorities.

For the purpose of this regulation, drugs are defined as including marijuana, cocaine, hashish, amphetamines, LSD compounds, mescaline, psilocybin, DMT, narcotics, opiates and other hallucinogens except when taken under a physician's prescription in accordance with the law. Drug paraphernalia includes but is not limited to bongs, roach clips, pipes, hypodermic syringes, and needles.

Students who wish to seek counseling concerning the use of drugs are reminded that the Director of the Counseling Center and College Physician are available for such help. Others, including the Dean of Students and the Associate Dean of Students are also available to help students. Conferences with these persons are confidential, subject to the standards of privacy established in the medical and counseling professions.

An innocent student who observes his or her roommate violating College drug regulations may absolve himself or herself of being implicated in the violation by following the procedure stated below:

1. Request that the roommate remove drugs and/or drug related paraphernalia from the room.
2. If the request is denied by the roommate, notify the Campus Judicial Chairman in writing. This person will then be responsible for requesting the removal of such material.
3. Request a room change.
4. Completion of these three steps relieves the innocent student from related College disciplinary action.

Family Visitors

Members of the immediate family of a student may visit the student in his/her room at anytime until the closing of the hall. Members of the immediate family are not required to be signed in; however, members of the family enrolled at the College and relatives of the opposite sex must adhere to the visitation guidelines set forth for all students.

Fire Alarms, Drills, and Equipment

When the fire alarm sounds, all residents must evacuate the residence hall as quickly as possible. Failure to evacuate may result in penalties up to suspension from the Residence Hall. It is recommended that students close windows and transoms; turn off all appliances; wear a coat and shoes and take a towel to aid in breathing in a smoke filled area; keep to the right of stairs; evacuate quickly and meet at the designated point outside of the building. Students should remain outside the residence hall until the re-entry signal is given.

When personally aware of a fire:

1. Pull the fire alarm
2. Dial College Police (4634) and describe the location of the fire as clearly as possible
3. Notify immediately the Resident Hall Director

Three fire drills are held each semester in the residence halls. They are conducted by the residence hall Fire Marshall under the direction of the Campus Fire Marshall. Printed instructions for fire drill procedures are issued to the occupants of each room in the residence hall. Each hall resident should, however, determine for himself or herself the location of the fire extinguisher and fire exit nearest his or her room.

Persons who knowingly give or turn in a false alarm of fire are guilty of endangering the lives of other people and may cause damage to the persons and/or equipment responding to such false alarms. Improper use of fire extinguishers, pulling a false alarm, or inappropriate activating of a smoke detector will result in one of the following sanctions: Suspension from the residence hall; suspension or expulsion from the College. In addition, the person responsible will be expected to pay for all damages or destruction of property incurred. Disciplinary probation may also be used in conjunction with the suspension from the residence hall sanction.

Guests

Definition

A guest is defined as any person in a residence hall who is not assigned a room in that residence hall by the College. Residents of coeducational halls are considered guests when visiting a member of the opposite sex in their own hall. (For regulations on the hosting of guests of the opposite sex, see "Visitation" in this section.)

Sign in Procedure for Guests

A guest who is not an MWC student and any MWC student visiting a member of the opposite sex in another hall must always be signed in. A member of a coeducational hall may visit another member of that same hall during visitation hours without being signed in. All guests, male or female, must be signed in when attending private or hall-wide parties.

A student must sign in each of his or her guests in the Guest Book by signing his or her own name as host or hostess, giving the time at which each guest entered the residence hall, the sex of the guest, and the number of the guest. The student must also sign the guest out by recording the time of the guest's departure and the initial of the host or hostess. Guests of the opposite sex must be signed out five minutes before closing hour.

Overnight Guests

An overnight guest in a limited visitation residence hall, including family members, must be of the same sex as his/her host/hostess. An overnight guest in a residence hall with extended weekend visitation (8:00 a.m. Friday-2:00 a.m. Monday) may be of the opposite sex. Each overnight guest must be signed in the Guest Book giving his/her full name, date entering the hall, and the name of his/her host/hostess. An overnight guest may remain no longer than two consecutive nights unless given special permission from the Associate Dean of Students.

Key-in Policy

1. Any student returning to campus after the closing hour must obtain a key from the Office of College Police in Lee Hall. The person on duty will record the student's name and key number, require that he/she show his/her identification card, and require that he/she sign for the key. No student will be issued a key without an identification card. If the student does not have an identification card, he/she must call someone and have them bring it to the Office of College Police before a key will be issued.
2. For his/her own safety, a student must enter his/her own respective hall immediately upon returning to campus after the closing hour.
3. When entering a hall after the closing hour, a student must make sure that the door is securely closed and locked behind him/her. A student may key into a residence hall other than his/her own consistent with visitation policies. In such a situation, a student must give to the Office of College Police the name of his/her residence hall and the residence hall to which he/she is going.
4. Once a key has been issued the student must place the key in the box placed inside the main door of the residence hall and notify the Office of College Police of his/her safe arrival. This should be accomplished within 20 minutes of the time the key is issued.
5. The following constitute key violations:
 - a. Failure to notify the Office of College Police of safe arrival to the residence hall within 20 minutes after returning the key.
 - b. Failure to deposit the key in the appropriate box immediately after safe arrival.
 - c. A student who gives his/her key to another person is subject to loss of key-in privileges for the remainder of the year.
 - d. Failure to lock door.
6. A student who does not return the key, lock the door, or fails to notify the Office of College Police of his/her safe arrival

within 20 minutes after entering the residence hall will be dealt with through a system of automatic punishments.

The following are punishments for key violations:

- a. For the first offense, the student will receive two hall offenses.
 - b. For the second offense, the student will be dealt with by the Campus Judicial Chairman, who will decide the action deemed necessary.
 - c. For more than three offenses, the student shall automatically be referred to the Judicial Court.
7. A student who does not secure a door before or after hours is endangering the residents of that building. Minimum and maximum sanctions include loss of key privileges through suspension from the residence hall. A lock charge of \$25.00 made payable to the College will be assessed to a student who loses a key that has been signed out in his/her name. Additional sanctions may be imposed by the Campus Judicial Chairman.
8. In order to provide for the safety of the other students, a student shall not duplicate a key or allow a key to be duplicated. Such duplication constitutes FRAUD, and offenses will be dealt with by the Honor Council.

Penalties for Violations of Student Association Rules and Residence Hall Offenses

1. In cases involving minor infractions of the rules, the student is dealt with by means of the system of automatic punishments (hall offenses) within the Judicial System of the Student Association. Administered by the Residence Hall Judicial Chairman or the Campus Judicial Chairman, punishments cover Student Association and residence hall offenses and are not cumulative from one semester to another in the same academic year.

The penalty for accumulation of more than four hall offenses will be handled by the Campus Judicial Chairman in consultation with the Residence Hall Judicial Chairman. Action will be taken in the form of a trial before the Campus Judicial Court.

2. Examples of Housing Contract violations heard by the Campus Judicial Court include, but are not limited to: violation of the Keg Policy, pets and other prohibited items, and

Range of Disciplinary Sanctions Imposed by the Campus Judicial Court and/or Administrative Hearings

Violation	Disciplinary Sanctions*
+ Visitation—Courtesy	Loss of visitation—Suspension from residence hall
Noise (after two warnings)	One hall offense—Reprimand
Key Violation	Two hall offenses—loss of key privileges
Failure to sit desk duty	Two hall offenses—Suspension from the residence hall
Improper sign out	Two hall offenses
Failure to sign out guests Five Minutes Prior to the End of the Designated Visitation Hours	Two hall offenses
+ Failure of guests to Leave Hall by the End of Designated Visitation Hours	Loss of visitation
Safety	Loss of Key privileges—Suspension from residence hall
a) Leaving door open before or after hours	
b) Leaving personal items in public areas (hazards)	Hall offense(s)—Reprimand
+ c) Improper use of a fire extinguisher	Disciplinary Probation (including restitution)—Expulsion from the residence hall
• d) Pulling a fire alarm except for emergency	Same as above
+ e) Tampering with a smoke detector	Disciplinary Probation—Expulsion from residence hall
f) Failure to evacuate building during the sounding of a fire alarm	Disciplinary Probation—Expulsion from residence hall
g) Any other actions deemed as safety hazards by the Campus Judicial Chairman	Hall offense(s)—Expulsion from the residence hall
+ Visitation Violation	Loss of visitation—Extracurricular probation—Suspension or Expulsion from the residence hall
• Vandalism over \$200.00	Restitution—Expulsion from the residence hall
+ Vandalism under \$200.00	Restitution—Expulsion from the residence hall

* Where there is a range, this indicates minimum and maximum sanctions for each time the violation is committed. A disciplinary sanction of suspension or expulsion from the residence hall, is subject to the approval of the Dean of Students.

+ Violation taken directly to Campus Judicial Court.

• Violation taken directly to an Administrative Hearing.

acts of vandalism and/or damage costing less than \$200.00. The following are designated as infractions by the Campus Judicial Court:

- a. After two warnings, refusal to observe courtesy hours in the residence hall/house.
- b. After two warnings, continuing to disturb others.
- c. Not signing guests of the opposite sex in/out properly.
- d. Leaving guests of the opposite sex unaccompanied in areas other than public parlors.
- e. Leaving doors open after hours.
- f. Having a member of the opposite sex in room and/or hall when there is no visitation.
- g. Refusal to perform desk duty or show up at the assigned time. Failure to sit assigned desk duty will result in two hall offenses.
- h. Any other violations determined by the Campus Judicial Chairman.

In cases involving serious infractions of the rules, the Campus Judicial Court may withdraw certain privileges from students who have violated College regulations. Punishments range, according to the seriousness of the offense, from a reprimand, to extracurricular probation, service assignments, suspension from the residence halls,* to suspension from the College for infractions of a more serious nature. In cases of a very serious infraction, expulsion from the College may be in order upon approval by the President of the College.

The purpose of the Campus Judicial Court is to examine the facts of each case and on the basis of all relevant information to determine innocence or guilt. If the decision is guilty, the Court must further decide a suitable punishment. The Campus Judicial Court reserves the right to impose penalties other than those listed in number three. Penalties other than hall offenses will be determined by the Campus Judicial Court.

3. For a description of possible punishments, see the section entitled *Judicial and Campus Disciplinary Systems-Disciplinary Actions*. The following list of violations and disciplinary actions that may result are to be used as guidelines by the College community.
4. The person responsible for payment of the student's bill will be notified by the Dean of Students of the violation and penalty imposed by the Campus Judicial Court. In cases involving suspension or expulsion, the responsible persons will be notified immediately by telephone and by letter from the Dean of Students.
5. The President of the College or the Dean of Students reserves the right to take administrative action at any time outside of normal judicial procedures to protect the safety of the campus.

*Suspension from the residence halls must have the approval of the Dean of Students.

Searches and Seizures

1. If the College authorities have reasonable cause to believe that a College rule is being violated in a manner that prejudices the proper and efficient operation of the College or the welfare of the student body generally, the College authorities may inspect the student's room for the purpose of investigating the violation and enforcing the College's rules. If there is reasonable ground for **belief** that the violation is taking place, the search is necessary for the investigation of the violation and the enforcement of the rule, and action against the offender is limited to administrative procedures as distinguished from criminal proceedings. No search warrant would be required.

The Dean of Students accompanied by the Resident Director and a student hall official should participate in

such a search. The College Police may assist in such a search.

2. If the search is to be made for the purpose of a police investigation of a violation of the criminal law, a search warrant must be obtained even though actual prosecution may not be contemplated.
3. There are situations in which searches can be made of private residences without search warrants. Examples of these are—the search of the area under the **immediate personal control** of a person being arrested, the invasion of a person's home in hot pursuit or a search made when it is not reasonably possible to get a search warrant. These are all extraordinary situations.
4. Evidence observed by College personnel under situations above may be used in court in a criminal prosecution as well as in a College disciplinary proceeding. However, in order for this to be the case, the inspections made under situations listed above must have been made in good faith and not as a subterfuge or excuse to obtain evidence not otherwise obtainable.
5. A Resident Director or his/her designee may open a student's room for the student's parent or guardian or person responsible for payment of the student's bill when all of the following circumstances occur:
 - a) The student cannot be located through normal procedures (calling the student's room and paging student on hall intercom).
 - b) The parent, guardian or person responsible for payment of the student's bill presents proper identification to the Resident Director or designee and makes an emergency request.

Smoking

Smoking of tobacco is permitted in most areas of the College, including classrooms, unless there is a specific objection from the instructor or any member of the class. Those who smoke are responsible for any damage incurred to College property and are expected to comply at all times with safety regulations and health standards.

Smoking is not permitted in the Library (except in a special area designated for that purpose); or in Dodd, duPont, and Monroe auditoriums; or in the gymnasium, locker rooms, or swimming pool areas of Goolrick Hall. Any member of the College community can ask a smoker to leave these areas. Failure to cease smoking when requested to do so can result in disciplinary action.

24 Hour Study Areas in Residence Halls

1. A hall may designate study areas within the building, subject to approval by the Dean of Students.
2. These areas will be designated by the recommendations of the Hall Council and approval of 80% of the hall residents.
3. During the hours that visitation is not in effect, escorted students may proceed to and from the study area, but they may not walk through any other area within the building. Students using the study area must be escorted at all times by a resident of the hall.
4. All 24 hour study area guests must be signed into the study area guest book at the hall front desk.
5. A student is at all times responsible for the conduct and actions of his/her guests and is liable for any damage caused by the guest.
6. Any violation of 24 hour study area regulations is subject to immediate judicial action.

Unauthorized Entry, Trespass, Notice to Leave Premises

Unauthorized Entry

No student shall enter or remain in a private room, office, or restricted area under control of another student, faculty member, or College official except by permission or invitation of the resident student or appropriate College official or faculty member.

Trespass

Any unauthorized individual entering a College-operated building or room that has been closed and/or locked shall be guilty of trespass. Non-students found in or around these premises between 12:00 (midnight) and 8:00 a.m., Sunday-Thursday and between 2:00 a.m. and 8:00 a.m., Friday and Saturday are subject to prosecution for trespassing pursuant to Virginia code 18.2-119.

Notice to Leave Premises

The Code of Virginia (18.2-129) states:

"Any person, whether or not a student, directed to leave the premises of a school or any institution of higher learning by a person duly authorized to give such direction and who fails to do so shall be guilty of a Class 3 misdemeanor. Each day such person remains on the premises after such direction shall constitute a separate offense."

Visitation

The term "visitation" refers to the College policy that permits a member of the opposite sex to visit, upon invitation, a student in his/her residence hall room.

Visitation is a privilege extended to the student body. This privilege has been granted with the understanding that residents of the various halls will both assume the responsibility of staffing the hall front desk when paid desk aides are not on duty and adhere to the regulations concerning visitation.

The visitation hours are listed in the chart below:

TYPE I Freshman Halls, Limited Visitation

Visitation from 11:00 a.m. to 2:00 a.m. on Friday; 10:00 a.m. to 2:00 a.m. on Saturday; 10:00 a.m. to midnight on Sunday. After organizing their hall governments, students living in these halls will have an opportunity to vote on extending visitation to one day, Wednesday, 11:00 a.m. to midnight or to four days, Monday-Thursday, 11:00 a.m.-midnight. An affirmative vote of 80% of the hall residents will be required to determine this change.

Mason—Women

Virginia—Women

TYPE II Single Sex, Limited Visitation Halls

Visitation from 11:00 a.m. to midnight on Wednesday; 11:00 a.m. to 2:00 a.m. on Friday; 10:00 a.m. to 2:00 a.m. on Saturday; 10:00 a.m. to midnight on Sunday.

Hamlet—Men (Study)

Marye—Women

TYPE III

A. Single Sex, Mixed Class Halls

Visitation from 11:00 a.m. to midnight, Monday through Thursday; 11:00 a.m.-2:00 a.m. on Friday; 10:00 a.m. to 2:00 a.m. on Saturday; 10:00 a.m. to midnight on Sunday.

Bushnell—Men

Curtis—Men

Madison—Men

Randolph—Women

Russell—Women

B. Single Sex, Upperclass Halls

Visitation from 11:00 a.m. to midnight, Monday through Thursday; 11:00 a.m. to 2:00 a.m. on Friday; 10:00 a.m. to 2:00 a.m. on Saturday; 10:00 a.m. to midnight on Sunday.

Ball—Women

Fairfax—Women

Framar—Women

Mercer—Women

Tyler—Women

Westmoreland—Women

Willard—Women

Hamlet—Men (Leadership)

C. Coeducational, Upperclass Hall

Visitation from 11:00 a.m. to midnight, Monday through Thursday; 11:00 a.m. to 2:00 a.m. on Friday; 10:00 a.m. to 2:00 a.m. on Saturday; 10:00 a.m. to midnight on Sunday.

Brent

TYPE IV Coeducational Halls

Visitation from 8:00 a.m. to 2:00 a.m., Monday through Thursday; 8:00 a.m. Friday to 2:00 a.m. Monday.

Jefferson, Marshall

Guests must be signed out at least five minutes before the end of regular visitation hours of each residence hall.

Visitation is not permitted before registration, during Reading Days, examinations, or during the period from the end of examinations through Commencement. Should a residence hall wish to include visitation during the dates designated as the examination period, a written affirmative petition signed by 80% of the residents must be presented to the Associate Dean of Students at least two working days before the first exam day.

Each resident must serve as a "non-paid desk aide" during the hours when paid desk aides are not on duty. This insures coverage of the front desk so that visitation procedures can function.

Any resident who does not cooperate with this system by failing to sign up for desk duty or who signs up, but fails to sit three times during the academic semester, will have all privileges of the front desk and visitation suspended for a period of time specified by the Judicial Court. If volunteer desk duty is missed five times in a week, visitation privileges for the entire hall (to include within the hall) will be suspended by the Campus Judicial Chairman, in conjunction with the Dean of Students, for a period of time not less than one day nor greater than seven days.

- A. A member of the opposite sex is allowed in a student's room only during the specified visitation hours.
- B. The student is responsible for properly signing in and out all guests (See "Guests" in this section for details.)
- C. A guest of the opposite sex must enter through the main entrance of a residence hall and must be signed in before proceeding beyond this point.
- D. A guest must depart, immediately after being signed out, through the main entrance of the residence hall.
- E. There may be no more than three members of the opposite sex signed in as guests of a student in his/her room during visitation hours.
- F. A student is, at all times, responsible for the conduct and actions of his or her guests and is liable for any damage caused by a guest. Students may not sign in guests to another student's room.
- G. The Resident Director or person in charge may permit a member of the opposite sex in a student's room while that student is moving into or out of his/her room.

- H. Unaccompanied persons of the opposite sex found in areas other than a public parlor, public restroom, hall office, or laundry vending room will be detained, questioned, and subject to Judicial Court Action or arrest for trespassing.
- I. During visitation hours, a resident of a coeducational hall may visit another resident of the same hall without being signed in. Visitation may take place in the room and the unit (in Jefferson) of the host/hostess and in other authorized areas. Authorized areas for each coed hall are:
 Jefferson—Front lobby, side parlors, laundry room and TV room.
 Marshall—Front lobby, side parlors, laundry room, second floor recreation room, and kitchen.
- J. An MWC student visiting in a residence hall in which he/she does not reside must report to the front desk and declare the name of the student and the number of the room to be visited. If visiting a member of the opposite sex, the guest must always be signed in and escorted to and from the lobby. Nonresidents must be signed out and leave the building at the termination of visitation hours, unless signed in as the overnight guest of a resident of the same sex in a single sex residence hall or signed in as an overnight guest in Jefferson and Marshall Halls, on Friday and Saturday nights.
- K. MWC students violating a visitation rule in either their own residence hall or any other residence hall on campus will be tried by the Campus Judicial Court.

Extended Weekend Visitation Courtesy (Type IV)

- A. One must have the permission of his/her roommate before inviting a guest to stay the evening.
- B. If a roommate has a complaint concerning this privilege, he/she may consult one of the following:
 - 1) Hall Judicial Chairman
 - 2) Campus Judicial Chairman
 - 3) Resident Assistant
 - 4) Resident Director
 - 5) Associate Dean of Students
 - 6) Dean of Students
- C. The Hall Judicial Chairman has the authority to investigate visitation courtesy violations by means including, but not limited to consulting the guest book, witnesses, and the individuals involved. The Hall Judicial Chairman must consult the Campus Judicial Chairman to discuss whether a trial is warranted. Violation of 24-hour visitation courtesy shall result in immediate judicial action.
- D. After investigating a complaint, the Dean or Associate Dean of Students may consult the Campus Judicial Chairman to discuss whether or not a trial is warranted.

Extended Weekend Visitation Hall Hours (Type IV)

Hours for Paid Desk Aides:

7 p.m.-2 p.m.	Monday-Thursday
2 p.m.-3 p.m.	Friday
8 a.m.-3 p.m.	Saturday
8 a.m.-2 a.m.	Sunday

Hours for Volunteer Desk Aides:

8 a.m.-7 p.m.	Monday-Thursday
8 a.m.-2 p.m.	Friday

Special Days

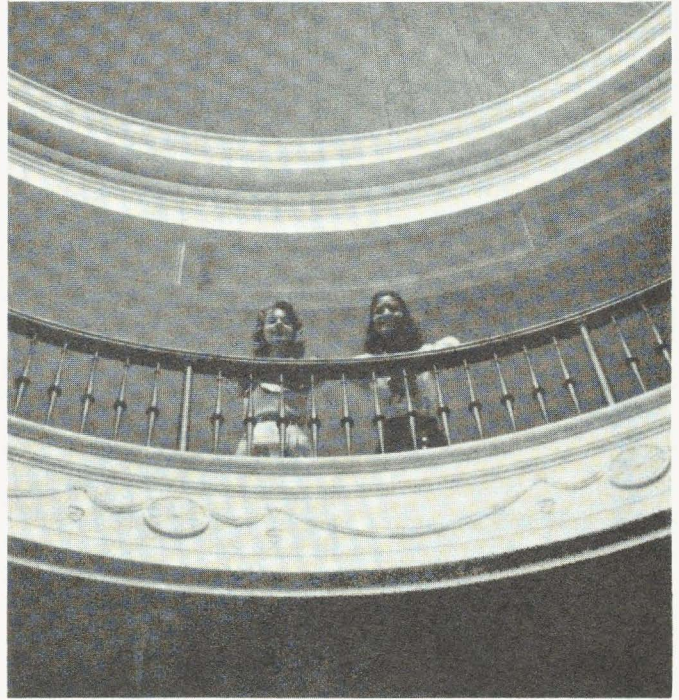
Non-students (excluding members of the immediate family) and guests of the opposite sex are not permitted to visit a student's room during Reading Days, examination days, and those days from the end of the examinations through Commencement. However, should the residents of a hall wish to have visitation during examinations, they must submit an affirmative petition signed by 80% of the hall residents to the Associate Dean of Students at least two workdays before the first examination day.

Weapons and Projectiles

No student shall keep, use, possess, display, or carry any rifle, shotgun, handgun, or other lethal or dangerous devices capable of casting a projectile by air, gas, explosion, or mechanical means on any property or in any building owned or operated by the College. Rifles, shotguns, and bows that are to be used for hunting may be registered and stored one week before and during the appropriate hunting season at the College Police Office. Weapons used for hunting must be checked out of the College Police Office and removed from campus at the end of the appropriate hunting season.

No student shall throw or cause to be projected any object or substance that has potential for defacing or damaging College or private property or causing personal injury or disruption.

Student Affairs Policies & Regulations



What is Student Affairs?

Can I use the Commuting Student Lounge?

How do I book a party?

Can my club sponsor a speaker?

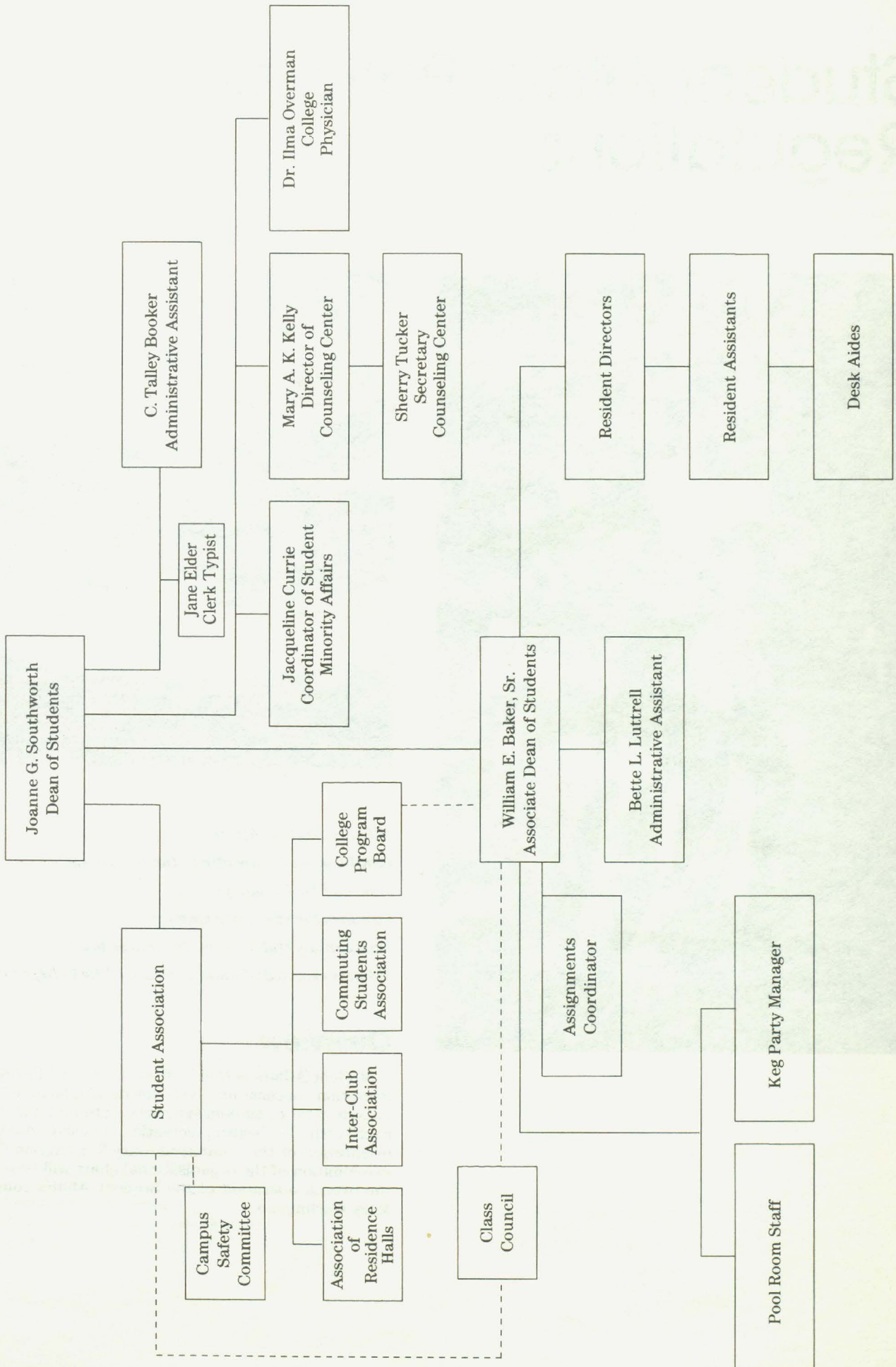
How can my club reserve the College bus?

What is expected of me as a citizen of the College community?

Overview

Student Affairs is that part of the overall College environment that concerns itself with the development of the student outside of the classroom experience. Student Affairs concerns itself with the health, recreation, housing, discipline, and orientation of the student at Mary Washington College. An examination of the organizational chart will help to explain the overall operation of the Student Affairs component at Mary Washington.

Student Affairs Organizational Chart



Official Directives

It is the student's responsibility to respond immediately to any of the following directives or requests from a College official:

1. To come to the office of the official
2. To identify oneself
3. To leave a crowd when asked to disperse or
4. To comply with any other reasonable request made by an official or faculty member in the discharge of his or her responsibilities.

Student Life Policies

Students at Mary Washington College have dual citizenship. They belong to society as a whole and also to the particular community made up of Mary Washington faculty, staff, and students. In both of those environments, respect for others is the norm. Rational, mature behavior is expected. Voluntary entrance into the community implies acceptance by the student of College regulations. It means that the student must also continue to uphold the standards of the greater community, live by its rules, and fulfill its obligations. Failure to observe these expectations will subject the student to disciplinary action through an established procedure of due process.

Many College regulations are simply a formal statement of those principles of conduct accepted as necessary for the fabric of society to hold together. Other regulations are principles designed to promote the successful functioning of a residential academic community. Thus in some instances, College standards go beyond those of the general society.

Mary Washington College students are expected to evidence mature conduct away from campus. They will be responsible to civil authorities for any violation of law. As a general rule, no additional penalty will be imposed by the College. However, in some cases the interests of the College may be affected, and when this is judged by proper authorities to be the case, disciplinary action may also be taken by the College.

Commuting Student Lounge

A lounge exclusively for the use of commuting students has been established on the 4th floor of Lee Hall.

Rules and regulations for use of the Commuting Student Lounge have been established. Failure to observe these regulations will be handled by the officers of the Commuting Student Association—specifically, the Judicial Chairman in consultation with the Campus Judicial Chairman. Penalties may include reprimands, service assignments, and/or loss of lounge privileges. As members of the Mary Washington College community, the commuting students are responsible for all the rules and regulations of the College. Any violation of the visitation regulations by a residential student or commuting student will be handled by the Campus Judicial Chairman.

The Associate Dean of Students is the adviser to the Commuting Student Association.

Rules for the Use of the Commuting Student Lounge:

1. Alcoholic beverages are not allowed in the Commuting Student Lounge, except when officially declared private by the Associate Dean of Students for the purpose of having a party.
2. Individuals are responsible for cleaning up their own areas, i.e., Coke bottles, dishes, etc.
3. Loud or abusive language will not be tolerated.
4. Physical abuse of furniture will result in prompt corrective action and payment for damages.

5. Radio or stereo volume must be at moderate levels.
6. Residential students are allowed in the Lounge only when accompanied by a commuting student.
7. The use of the Commuting Student Lounge by any student club or organization must be approved by the Commuting Student Executive Council 14 days prior to the date of the event.

Parties in Seacobeck Basement

Officially recognized College organizations or residence halls wishing to sponsor a party in Seacobeck Basement at which beer is served must make a request to do so no fewer than 14 days prior to the event. This request must be submitted to the Office of the Associate Dean of Student, 205 Lee Hall. Necessary forms can be obtained from this office to apply for a banquet license (if the event is to be held in Seacobeck Basement) and to secure approval from other College offices as needed. Admission may be charged to these parties; however, a banquet license must be obtained by the sponsoring group if beer is to be served.

The capacity for Seacobeck Basement is 450 persons. Beer is the only alcoholic beverage that is permitted. Appropriate procedures regarding the use of this facility and supervision of party regulations are the responsibility of the Associate Dean of Students.

Pool Room

The Pool Room is designed to provide entertainment for students in an informal setting. Entertainment consists of recorded music, and live performances by both students and professionals. Talented students are encouraged to perform when sponsored by an officially recognized campus organization. Arrangements must be made with the Associate Dean of Students. The following rules and procedures exist:

1. The Pool Room capacity is 250.
2. Admissions Policy:
 - a) Only members of the Mary Washington community and their guests may use the Pool Room.
 - b) Mary Washington College students under the age of 19 are welcome, but may not consume alcoholic beverages. No other minors will be admitted **under any circumstances**.
3. Alcoholic Beverage Control Board Laws:
 - a) Beer is the only alcoholic beverage served.
 - b) No beverages may be brought into the Pool Room and no beer may be carried out of the facility.
 - c) **No one** under 19 years of age may purchase or consume alcoholic beverages.
 - d) All persons must present identification at the time of entrance to the Pool Room.
4. Sponsoring Live Entertainment:
 - a) Approval must be given by the Associate Dean of Students, 5 working days in advance.
 - b) An admission fee of \$1.00-\$3.00 or less may be charged by the sponsoring group to cover the cost of entertainment.
 - c) Sponsoring organizations will be responsible for the conduct of entertainers and their workers and guests. All non-MWC workers must be cleared with the manager and signed in by the sponsor. Entertainment must be set up by 7:30 p.m. and ready to perform at 8:00 p.m. or the event will be cancelled and the regular DJ will entertain. Entertainers must plan their sets to conclude at 11:30 p.m.

- d) The sponsors must be in the Pool Room the entire evening and remain until their entertainers exit the premises.
- e) Sponsors are required to communicate to the manager on duty the schedule of events for the evening.
- f) The manager on duty has the authority to close the function down at any time.
- g) The sponsor who signs the request for use of the Pool Room must not consume beer during the event and must be responsible for the conduct of the entertainers, their workers and guests.
- h) There will be only two entertainment events per week — one on either Monday, Tuesday or Wednesday and one on either Thursday, Friday or Saturday.

Rules for College Organizations

Membership—All student organizations are subject to approval by the Student Association. Registration with the office of the Associate Dean of Students is required. To hold office in any organization, a student must be registered for at least twelve (12) hours of academic credit. A student placed on academic or disciplinary probation is not eligible for election to any office in a student organization, nor may he or she represent the organization in any way off-campus. If a student is placed on academic or disciplinary probation after election to an office, his or her position will be declared vacant by the Student Association Executive Cabinet.

Faculty Adviser—Every student organization must have a faculty adviser unless special arrangements are made through the Office of the Associate Dean of Students, for an adviser from outside of the College community. Unless the adviser is specifically named in the organization's constitution, each organization shall elect its adviser in April to serve for the next academic year. The name of the faculty adviser must be submitted to the Associate Dean of Students. The adviser should be a member of the faculty or staff who is interested in the organization to the extent of being willing to meet with and advise the group. Duties of the faculty adviser are:

1. To assist the group in carrying out its stated purposes
2. to aid in decisions concerning all social functions of the group
3. to represent the organization to the faculty and the administration
4. to be acquainted with and to help the organization maintain the rules of the College
5. to attend all events sponsored by the organization.

The duties of the organization toward the faculty adviser are:

1. to invite the adviser to attend meetings and events sponsored by the organization
2. to consult with the adviser concerning proposed function.

Guests—Off-campus guests may be invited to any function by an individual member of a group. The individual member who makes the invitation will be considered responsible for the conduct of his or her guest.

Off-Campus Trips—Trips may be made by a student organization under the following conditions: the trip relates to the purpose of the group or serves to represent the College in an official capacity; a representative of the College administration or faculty must accompany the group on each trip; only recognized members of the student organization make trips; and students on disciplinary probation are ineligible to make such trips. Scheduling of off-campus trips and arrangements for the use of College transportation must be made through the Asso-

ciate Dean of Students and the Physical Plant. Out-of-state trips must have the approval of the President of the College. Any absence from class is subject to authorization by the appropriate faculty member. (This procedure does not apply to academic field trips).

Use and Scheduling of College Facilities

College space may be used by any student or recognized student group when it does not disrupt academic activities, scheduled events, College functions, or other normal pursuits that take place in the area and when such use is not physically destructive or unlawful.

The Associate Dean of Students, in cooperation with those who have reserved space, may develop and make available in advance specific provisions to govern conduct at a given event.

The Office of the Associate Dean of Students or other College personnel are authorized to ask any student using or occupying College space in an adverse way or engaging in disruptive behavior to leave. This person may incur disciplinary action by the College or prosecution by the civil authorities.

Rules for the use of College equipment or space:

1. Space must be reserved at least 5 working days in advance of use. Reservations for space in non-academic buildings must be made with the Office of the Associate Dean of Students (205 Lee Hall). Reservations for space in academic buildings must be made with the Office of Academic Advising (G.W. 209). If it is necessary to secure clearance to use the space from another College office, the Office of Associate Dean of Students must be presented with that clearance in writing before the space will be reserved and the event approved. (Events that might attract a large audience or require additional equipment should be booked as far in advance as possible.) See Scheduling Chart.
2. Individuals or groups using College equipment are required to return it in satisfactory condition. They are also responsible for all costs of cleaning and repair of the facility and equipment used. If overtime is involved, the sponsoring group will be billed accordingly.
3. Facilities will be scheduled on a first-come, first-served basis. The official function of Class Council is to plan social activities for the entire campus; therefore, it has priority over other organizations that require the use of those spaces. When a campus-wide activity is planned by Class Council, no other similar social activity may be held simultaneously unless special permission is obtained first from the College Program Board.
4. Audio-visual equipment or food service equipment needed for any event must be ordered directly from the Audio-Visual Center or the Dining Hall.
5. Equipment needs related to room furnishings (tables, chairs, podium, etc.) are to be submitted in writing to the Office of Associate Dean of Students no later than **five working days** before the event. If the event involves a large amount of equipment, at least **10 workdays** is required.
6. The following chart indicates where certain College facilities or pieces of equipment may be requested. The student is reminded that regardless of where permission is obtained for the use of College space or equipment (except for regularly scheduled classes and labs), confirmation for that space must be made in the Office of the Associate Dean of Students.
7. All **non-College individuals**, organizations, and groups desiring the use of College facilities must submit their

requests in writing to the Office of the Dean of Students, Room 200, Lee Hall. **This includes the use of space requested by College personnel for any off-campus organization or group.**

The procedures for scheduling College space are:

- a. Request from the Office of the Dean of Student a date, time, and place for the event to be scheduled. This

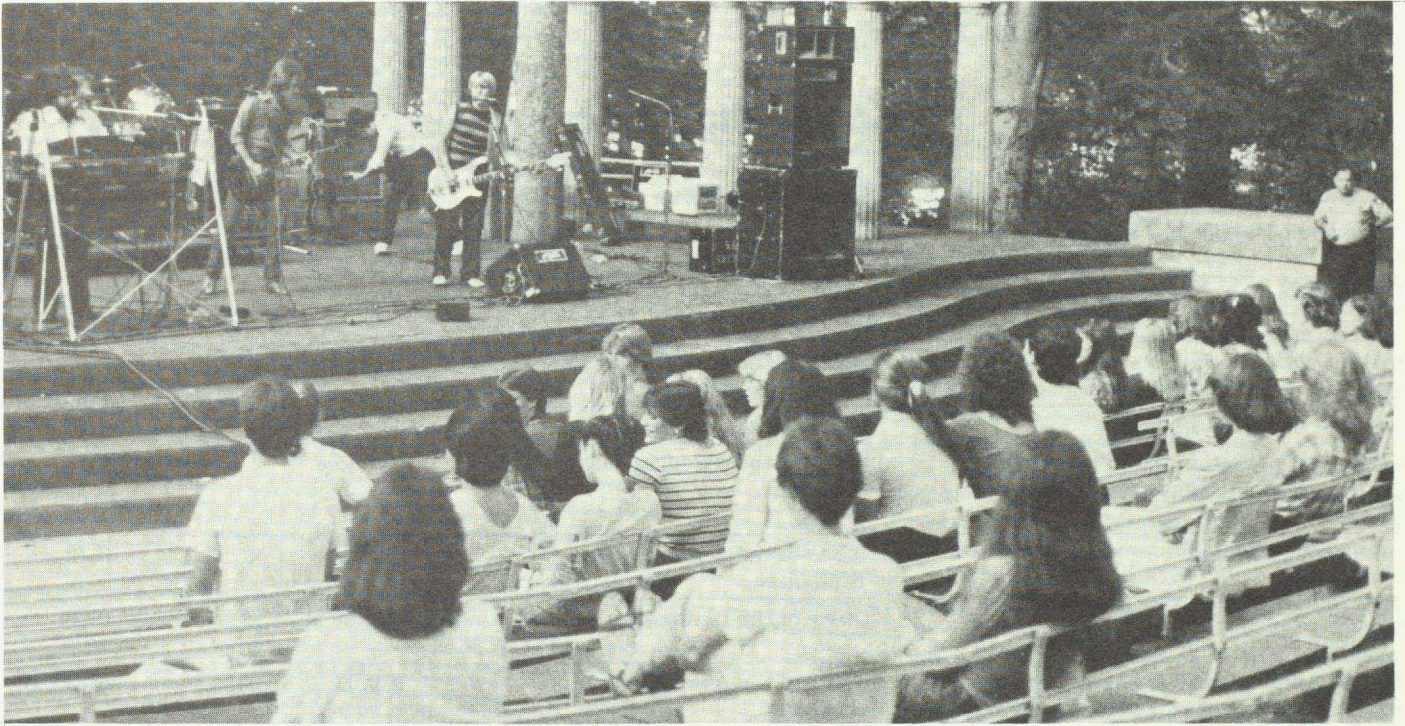
request must be made at least 10 working days prior to the event.

- b. Should the event be cancelled, notify immediately the individual with whom the space was scheduled.
- c. The sponsoring organization or individual will be billed for food and beverages requisitioned for the event.

Scheduling Chart

Type of Equipment Name of Facility	Responsible Office	Location	Extension
Academic Buildings	Office of the Associate Dean for Academic Services	209 G.W.	4694
Amphitheater	Office of the Associate Dean of Students	205 Lee	4673
Athletic Fields	Office of the Director of Physical Education Facilities	106A Goolrick	4327
Audio-Visual Equipment	Audio-Visual Center	Chandler	4646
Ball Circle, Westmoreland Green and other areas adjacent to residence halls	Office of the Associate Dean of Students	205 Lee	4673
Ballroom, Lee Hall	Office of the Associate Dean of Students	205 Lee	4673
Food Service Equipment (Punch bowls, ladles, trays, dishes)	Office of the Dining Hall Manager	Seacobeck	4676
Dodd Auditorium	Office of the Associate Dean of Students	205 Lee	4673
Library	Office of the Librarian	Library	4666
Log Cabin	Office of the Dean of Students	200 Lee	4641
Meeting Rooms, Lee Hall	Office of the Associate Dean of Students	205 Lee	4673
Pool Room, Lee Hall	Office of the Associate Dean of Students	205 Lee	4673
Residence Halls	Office of the Associate Dean of Students	205 Lee	4673
Seacobeck Basement	Office of the Associate Dean of Students	205 Lee	4673
Student Association Conference Room/Court Room	Student Association Executive Cabinet	307 Lee	4308 4517
Trench Hill	Alumni Affairs	Trench Hill	4648
309 G.W. Hall	Office of Admissions	303 G.W.	4681
Transportation for College Organizations	Office of the Associate Dean of Students	205 Lee	4673

Student Organizations



What are the provisions of the Honor Constitution?

What is the Aubade?

What are the rules of campaigning for office?

What are the duties of the Class Council?

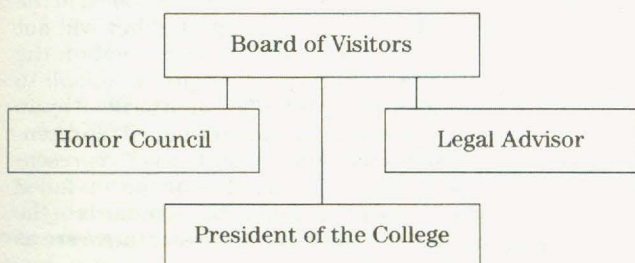
Who are the officers of the Student Association?

Who appropriates money for activities?

Overview

The following section provides students with complete copies of the Constitutions of major student organizations, explanations of their activities, and a listing of their leadership. Questions about specific items in this section should be addressed to the individual organization president or to the adviser or sponsor of the group.

Honor Council Organizational Chart



Honor Code

Registration as a student in the College is not complete until the Honor Pledge Card has been signed. No grades or credits will be released unless the pledge is on file.

If a student has not signed an Honor Pledge Card by the end of the Drop Period (as specified on the Master Calendar), the student's matriculation shall be cancelled, and fees paid will be refunded according to the withdrawal outlined in the catalog.

New students shall have the opportunity to receive honor counseling by an Honor Council Representative or an Honor Counselor and sign the Honor Pledge Card. Notices as to when counseling will be held will be posted during each registration period.

If by the third week of classes, a student has not signed the Pledge Card, he or she shall receive a notice to schedule a counseling session with an Honor Council Representative or Honor Counselor.

The ultimate responsibility for counseling and signing of the Honor Pledge Card rests in the hands of each individual student.

Honor Code

I, as a student and citizen of Mary Washington College, do hereby resolve to uphold the honor of the College by refraining from giving or receiving academic material in a manner not authorized by the instructor; from the illegal appropriation of the property of others; and from the deliberate falsification of facts. I shall do all in my power at all times to create a spirit of honesty and honor for its own sake both by upholding the Honor System myself and by helping others to do so. I understand and accept the Honor System and the Honor Constitution. I realize that a plea of ignorance will not be accepted by the Honor Council. I further understand that a violation of the Honor Code could result in my expulsion from the College.

Honor Constitution

Preamble

The Honor System is the mature and deeply cherished moral code of personal integrity at Mary Washington College. The students derive their authority and responsibility to create and maintain an honor system from the Board of Visitors. Because students are responsible for deciding when a breach of honor has been committed, the enforcement of the Honor System is in their hands.

Each student as a member of the student body at Mary Washington has the responsibility, not only for familiarizing himself or herself with the provisions of the Honor Code upon which the student body has agreed, but also for developing within himself or herself the highest and strongest personal honor code possible. Each student must realize that by accepting admission to Mary Washington, he or she has agreed to

abide by all the provisions of the Honor Code. When he or she signs the Honor Pledge Card, he or she is committing himself or herself to support the Honor System. The student is stating that he or she understands it and realizes that a plea of ignorance is not acceptable. Matriculation as a student in the College is not complete until the Honor Pledge Card has been signed. No grades or credits will be released unless the pledge is on file.

Article I: Scope of the Honor System

Section 1. The Honor System requires that a student govern his or her own conduct in an honorable way at all times in his or her dealings with any member of the College community.

Section 2. The Honor System applies to a student's conduct in all aspects of his or her academic pursuits at Mary Washington.

Article II: Provisions of the Honor Code

Section 1. The violations of the Honor Code are lying, cheating, or stealing.

A. **Lying**—A deliberate, unjustifiable misrepresentation of the truth.

1. Forgery is considered lying. Forgery is falsely and fraudulently making or altering a writing or document which if genuine would have some legal effect upon the rights of others.
2. Falsification or misuse of the student identification card is considered lying. The use of another's identification card or allowing another to use one's own constitutes misuse.

B. **Cheating**—An intentional misrepresentation of someone else's work as being one's own or a misrepresentation of the circumstances under which the work was done.

Copying, collaboration, plagiarism, and divulging information as defined below are forms of cheating prohibited by the Honor Code.

1. Copying is the use of (a) one's own material (b) another's material (c) crib notes (d) textbook (e) class notes during an examination or test *without authorization* to do so.

NOTE: Crib notes refer to notes brought into class for illicit use during the examination.

2. Collaboration—Working with another person or persons in the execution of a test, report, paper, laboratory work or assignment *unless authorized* to do so. Except where joint effort is permitted or special regulations are made by the instructor, all work for which credit is sought must be performed by the individual student.
3. Plagiarism—Consists of copying or imitating the language, ideas and thoughts of another author and presenting this material as one's original work.

The following standards shall apply in determining whether a document has been plagiarized in violation of the Honor Code.

- a. Common Knowledge—Consists of facts or opinions commonly known to authorities in a particular field of study. Facts or opinions which can be found in four or more sources are generally considered common knowledge; opinions or general facts which are common to at least four sources used for a paper do not usually require footnotes unless directly quoted.
- b. Paraphrasing—Consists of complete rewording, using one's own sentence structure. Any paraphrased facts or ideas that are not common knowledge must also be footnoted.
- c. Quoted Matter—When the writer borrows what belongs to another, he or she must indicate the source by internal reference or footnote. The writer must enclose another's words, phrases or ideas in direct quotations. All direct quotations or more than three

consecutive significant words (this is only a rule of thumb) should be indicated by quotation marks. It is the student's responsibility to use a recognized source, as Seeber's *A Style Manual for Students* or the *MLA Style Sheet* as a guide for making footnotes and bibliography unless otherwise instructed by the professor.

IT IS THE STUDENT'S RESPONSIBILITY TO FIND OUT ALL THE REQUIREMENTS OF ANY COURSE FROM THE PROFESSOR. IF A STUDENT IS IN DOUBT CONCERNING PARAPHRASING AND COMMON KNOWLEDGE, HE OR SHE SHOULD CONSULT THE PROFESSOR FOR INSTRUCTIONS.

4. The fabrication of work (i.e. data, laboratory work, graphs, statistics, bibliographies, etc.) is considered cheating.
5. Divulging Information—Revealing or disclosing information relating to academic work without authorization to do so.
6. It is the obligation of the professor to explain the conditions under which the work assigned is to be completed, and it is the obligation of the student to be familiar with and to accept these conditions.

In order to reaffirm his or her belief in the Honor System, a student shall write out and sign his or her name to the following pledge on quizzes, examinations and other work; *I hereby declare upon my word of honor that I have neither given nor received help on this work.* This pledge means that the work which the student hands in to his or her professor is her or her own and has been done in accordance with the requirements of the course as presented by the professor. This pledge also means that the student will not divulge the contents nor the format of an examination until all exams have been taken.

- C. *Stealing*—Taking another person's property without his or her authorization or consent. Unauthorized duplication of a College key is considered stealing.

Article III: Organization of the Honor Council

Section 1. The Honor Council is a judicial body designed to try specific cases brought to it by any member of the College community regarding possible violations of the Honor Code. It has no responsibility for discovering guilt before an accusation has been made. The Honor Council shall consist of a president and twelve class representatives, three elected from each class.

Section 2. The Honor Council president is elected by the entire student body. His or her term of office will begin in the spring of the year in which he or she is elected, continuing until his or her successor is duly installed or until he or she is reinstalled in the event he or she is re-elected. The Honor Council president must not be on academic or social probation. He or she may be recalled if he or she fails to perform efficiently the duties or uphold the standards of the office. The duties of the Honor Council president are as follows:

- A. To counsel privately all students as the need may arise;
- B. To call and act as chairman of the Honor Council as a non-voting member during a trial;
- C. To call and preside over all meetings of the Honor Council other than trials as a voting member;
- D. To be the official spokesperson for the student body on matters concerning the Mary Washington College Honor System;
- E. To keep secure all of the Honor Council records;
- F. To properly counsel an accused party of his or her rights (see Article IV) in the event of an honor trial;
- G. To inquire into the charge and see that all necessary witnesses and parties are available;

- H. If the president becomes unable to discharge any necessary function, when needed, he or she must resign and a new president will be elected.

Section 3. An Honor Council representative cannot be on social or academic probation. He or she shall be installed in the spring of the year in which he or she is elected but will not assume his or her duties until the day after graduation the same year. If any council member should resign or be unable to discharge his or her duties, his or her office shall be filled by an election in his or her respective class. Honor Council representatives may succeed themselves. Any Honor Council representative may be recalled by his or her class if he or she has failed to perform efficiently the duties or uphold the standards of the office. The duties of each Honor Council representative are as follows:

- A. To promote an understanding of the Mary Washington Honor System;
- B. To serve during the trials and on appellate boards as a voting member;
- C. To interpret the constitution as elected representatives of the student body;
- D. To return to school at his or her own expense during the school year for an honor trial or appellate proceeding. If there is a need for him or her to return for an honor trial or appellate proceeding during the summer or school holidays, he or she shall be reimbursed for travel expenses by the Honor Council;
- E. To participate in leadership conference and all orientation sessions in any capacity needed;
- F. To assist with any clerical work required of the Honor Council;
- G. To serve as an adviser to the accuser in a proceeding when so appointed.

Section 4. One Honor Council representative will be elected vice president by the Council. In the absence of the Honor Council president, he or she will assume all the duties of the president which may be required. Only in the case of an emergency may the vice president serve as the chairman of an honor trial. The vice president shall be responsible for accurate records of expenditures of the Honor Council budget funds.

Section 5. An honor contact within each residence hall and for the commuting students shall be appointed in the spring by the Honor Council. The honor contact shall assume his or her duties the following August. In freshman residence halls, the honor contacts shall be appointed by the Honor Council in September. The responsibilities of the residence hall honor contact are:

- A. To attend training sessions given by the Honor Council;
- B. As the official representative of the Honor Council within the residence hall, he or she shall be responsible for relaying to the residents information referred to him or her by the Honor Council;
- C. To encourage hall residents to report immediately any incidents of lost or stolen objects and to accumulate and record all facts reported to him or her about any possible Honor violation occurring in the residence hall, and refer this information to the Honor Council president.

The responsibilities of the commuting student honor contact are:

- A. To attend training sessions by the Honor Council;
- B. As the official representative of the Honor Council among the commuting students, he or she shall be responsible for relaying to the commuting students information referred to him or her by the Honor Council.
- C. To keep a record of items lost or reported stolen and to encourage commuting students to report any incidents of

lost or stolen objects immediately whenever they are within the jurisdiction of the Honor Council.

Section 6. There will be two faculty advisers selected by the Honor Council, at least one of whom shall be present at each trial, but shall have no vote. The faculty advisers shall monitor the activities of the Honor Council and shall freely offer their advice to its members on all aspects of its function and practice. The Honor Council may seek the advice and assistance of legal counsel.

Section 7. Upon a petition of 20 percent of the class (in the case of the honor representative) or the campus (in the case of the president) to the Honor Council, the question of recall shall be considered. At least seven members of the Honor Council must vote in favor of recall in order for the motion to be carried. If the recall motion is carried, there will be an election as soon as possible to fill the vacancy created. If the Honor Council fails to recall upon petition, this action may be overridden upon a petition of 40 percent of the constituency followed by a simple majority of the votes cast by the student body. The recalled member of the Honor Council retains the right to participate in the election.

Article IV: Procedure

Section 1. Investigation

- A. The Honor Council is governed by the premise that every person is deemed innocent until proven guilty. A student who places himself or herself in suspicious circumstances is endangering both himself or herself and the Honor System. All members of the College community should feel obligated to investigate a possible violation of the Honor Code, and with the assistance of such persons as he or she may have reason to call upon, investigate the matter as secretly and speedily as possible.
- B. If, after the investigation, the investigating party is satisfied that the suspected student is not guilty of an Honor violation, there shall be no further proceedings, and nothing connected with the case will be made public. If, however, the investigating party believes the suspected person guilty of a violation of the Honor Code, he or she shall approach that person with a request for an explanation of his or her conduct. If the former party is satisfied by the latter's explanation, there shall be no further proceedings. If no satisfactory explanation is made, the investigating party shall specifically accuse the one under suspicion and shall immediately notify the Honor Council president. The accuser must also give written notice of the accusation to the Honor Council president.
- C. The Honor Council president shall notify the accused in writing of the charge against him or her and shall require him or her to elect to withdraw from school within 72 hours or stand trial before the Honor Council. Such election shall be in writing addressed to the Honor Council president.
- D. If the accused does not withdraw from school within 72 hours after notification by the Honor Council president, he or she shall be deemed to have elected to stand trial. The Honor Council president shall set a time and place for trial and shall notify the accused of the provisions and procedures applicable to trial.
- E. The trial shall take place not less than three days nor more than 15 days after the formal notification by the Honor Council president to the accused. The accused may waive the three day restriction if he or she should desire an earlier trial. For good cause shown, the Honor Council president with the consent of the accused may extend the trial beyond the 15 day limit. If the accused prefers to withdraw from the College, his or her status shall be the

same as though he or she had been found guilty and dismissed by the Honor Council. On his or her official transcript, it shall be recorded that the student withdrew from the College under accusation of an honor violation. An accuser may not withdraw a charge upon the agreement of the accused to depart from the College. When the accused desires to leave Mary Washington without a trial, the Honor Council shall take action to record the facts as they were presented, and the proper administrative offices will be notified to record the change of status and the accusation on the transcript. If a student leaves the College either before or after a trial, the Honor Council president shall notify the President of the College of such action.

Section 2. Trial

- A. At least five, but not more than eight, unbiased Honor Council representatives plus the Honor Council president shall participate in each trial.
- B. If a council member feels that he or she cannot hear the case objectively, or if the council feels that a member cannot judge without bias, then said representative shall disqualify himself or herself, or be disqualified by the council from the trial by a two-thirds vote of the sitting members.
- C. The accused may engage someone to advise and act as his or her counsel, but the accused must answer all questions directed to him or her. The accused may ask anyone whom he or she desires to speak in his or her behalf.
- D. The Honor Council president shall appoint a member of the Honor Council to advise the accuser, which adviser shall assist the accuser in organizing his or her evidence for trial, shall advise the accuser on the merits of the case and shall further advise the accuser during trial but shall not formally act as counsel. This member of the Honor Council may not sit with the Honor Council as a participant during the trial or on an appellate board relating to the case, nor may he or she discuss the case with any member of the Honor Council before or after the trial.
- E. The order of trial shall be as follows:
 1. Call to order by the Honor Council president.
 2. Confirmation that the accuser and the accused are present. Both shall be present when all testimony is given.
 3. The accuser shall give his or her evidence followed by questions from the accused or his or her counsel. The members of the Council may then ask questions of the accuser.
 4. The witnesses for the accuser shall then be examined similarly.
 5. The accused shall give his or her evidence and then be examined similarly.
 6. The witnesses for the accused shall be examined similarly.
 7. Closing statement by the accuser.
 8. Closing statement by the accused or his or her adviser.
 9. Deliberation by the Honor Council in executive session. The Council may adjourn its deliberation to hear such additional evidence as it deems appropriate.
 10. Announcement in open session of the findings of the Honor Council.
- F. The accused may request an open trial. As many people as can safely sit in the area in which the trial is to be held may attend the trial upon the request of the accused. Those persons present during the trial are to keep facts of the

case secret for the benefit of the parties involved. No notes may be taken during the trial by spectators and no information relating to the case may be divulged unless requested by the accused, regardless of whether the verdict is not guilty or guilty.

- G. No person shall be found guilty unless the council is convinced of the guilt of the accused. There shall be no abstaining vote. A verdict of guilty, unless unanimous, may be upon but one dissenting vote. If, upon due deliberation and votes taken, the council cannot agree unanimously or with a single dissenting vote, the accused shall be acquitted.
- H. Whenever a violation of the Honor Code is proved, the Honor Council will decide upon one of the following penalties:
1. No dismissal.
 2. Suspension—Dismissal of the student for a semester or a definite length of time. After such time, he or she may reapply to the College through the Office of Admissions and Financial Aid.
 3. Absolute Dismissal—Absolute dismissal shall be imposed by a vote which is unanimous or with one dissenting vote.

The Honor Council must impose one of the above penalties. The Honor Council will not take into consideration a previous offense of the accused in determining guilt in a trial. However, the Honor Council may take into consideration a previous verdict of guilty in determining the penalty to be imposed in this trial. All guilty verdicts are recorded on the student's transcript.

The appropriate entry from the following listing shall be entered on and remain a part of the permanent record (which serves as the official transcript) of a student who withdraws from the College under accusation of an Honor Code violation or is found guilty of an Honor violation by the Honor Council:

- (1) Withdrew from the College on (date) under accusation of an Honor Code violation of (name the offense).
- (2) Found guilty of an Honor Code violation of (name the offense) on (date) The Honor Council decision was no dismissal.
- (3) Suspended from the College on (date) for (period of time) by the Honor Council for an Honor Code violation of (name the offense).
- (4) Upon readmission: "Readmitted to the College in good standing on (date) ."
- (5) Absolutely dismissed from the College on (date) by the Honor Council for an Honor Code violation of (name the offense).

There will be a public statement following the trial (in the case of a verdict of guilty) regarding the type of case and the penalty imposed. It shall be the practice of the Honor Council to give such publicity of the facts of a case resulting in guilt as shall be considered advisable.

When an accused has been found guilty of an honor offense, and has been punished by suspension or absolute dismissal, the period of suspension or dismissal shall commence forthwith. One who has been suspended or dismissed shall have no rights and privileges of a Mary Washington College student, including the right to reside on campus, attend classes, or use College facilities, except one who has been suspended shall be restored to all rights and privileges upon readmission. One who has failed to comply with a judgment of the Honor Council within 36 hours shall be deemed not to have complied forthwith.

All convictions shall relate back to the date of the offense; no grades or credits shall be awarded from that date forward regardless of the date of the conviction. In the event of a no dismissal penalty, the conviction shall have the following effect on grades and credits:

1. In the case of lying or stealing, no loss of grades or credits.
2. In the case of cheating, no grades or credits shall be awarded for the course in which the offense was committed.

In calculating the grade point average, the credit hours assigned to the course in which the offense was committed shall be included in "hours attempted" with no corresponding grade or credit value for the course.

- I. Minutes of the trial shall be kept by either an employed stenographer or tape recorder, or both. These minutes shall be in the custody of the Honor Council President, and it shall be his or her duty to see that they are properly stored for safekeeping. In the case of a verdict of not guilty, the minutes of the trial shall be destroyed immediately. In the event of a guilty verdict, the minutes shall be typed and kept on file by the Honor Council President. The transcript of the trial shall only be open to inspection by any person who may satisfy the Honor Council of his or her legitimate interest in the case. No notes or memoranda shall be permitted to be made from the transcript except the accused shall be entitled to a copy of the transcript of his or her trial upon payment to the Honor Council of the actual cost incurred in reproducing the transcript.
- J. A case resulting in a verdict of guilty may be retired only upon the offering of evidence which (a) was not available for the trial (b) is not merely corroborative of evidence received at the trial (c) is not designed primarily to impeach the testimony of a witness who testified at the trial (d) bears directly on the guilt or innocence of the accused, and (e) could not, through the exercise of diligence, have been available for the trial.

An accused seeking to reopen a case shall state his or her grounds in writing to the Honor Council. The Council may hear an oral presentation if it elects to do so. The Council shall then determine if the grounds are sufficient to warrant a retrial. If a case is retried, it shall be retried in its entirety.

- K. Whenever there is a verdict of guilty, the Honor Council President shall promptly notify the President of the College.

Section 3. Appeal

An accused who has been found guilty of an honor offense by the Honor Council may, within five days after notification of the decision of the Honor Council, notify the President of the Honor Council of his or her appeal of the finding of the Council. The Honor Council President shall then appoint an appellate board consisting of three unbiased Honor Council representatives who did not participate in the trial of the case, naming one of the three as the chairman of the appellate board. The accused shall be immediately notified of the names of those appointed to the appellate board.

Within five days after notification of the names of those who are members of the appellate board, the accused shall state in writing his or her grounds for appeal directly to the appellate board.

The appellate board shall limit its review to the record of the case, including all exhibits and an electronic or written transcription of the incidents of the trial, on the following issues:

- (a) Whether the evidence is sufficient to support the findings of guilt.

(b) Whether the accused was afforded due process under the Honor Constitution.

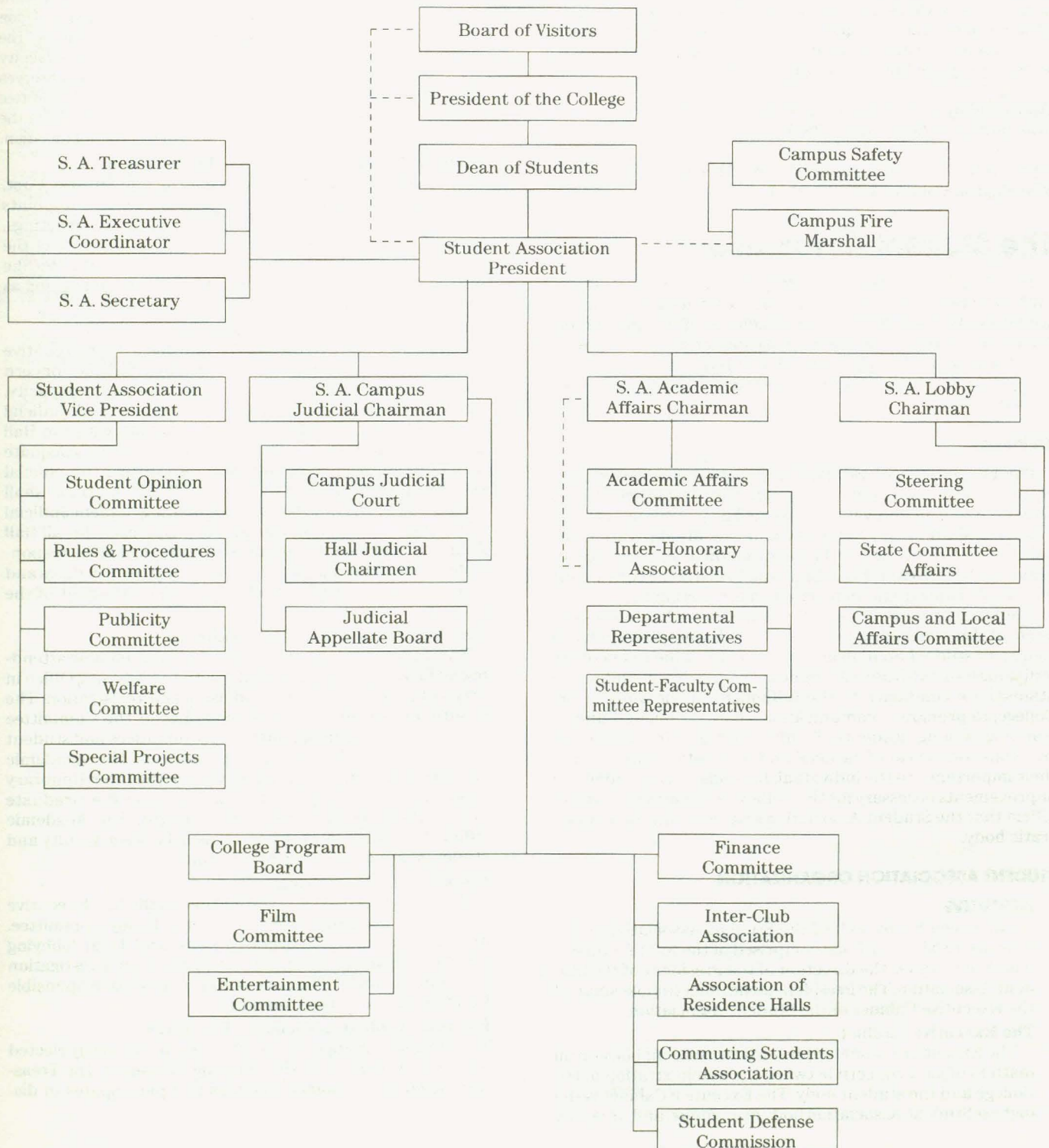
(c) Whether the penalty was too harsh for the offense committed.

The appellate board shall render its decision within ten days of receipt of written grounds for appeal from the accused

which decision shall either (a) affirm the findings of the Council, (b) affirm as to guilt and reduce the penalty, or (c) reverse the finding and enter a finding of innocence.

The accused and the Honor Council President shall be notified in writing of the findings of the appellate board. The findings of the appellate board shall be final with no further right to appeal.

Student Association Organizational Chart



Article V: Ratification

Section 1. This constitution shall become effective when approved by two-thirds of the Honor Council, a simple majority of votes cast by the student body and when approved by the Board of Visitors of the College.

Article VI: Amendments

Section 1. An amendment to this constitution may be proposed by the Honor Council. An affirmative vote of two-thirds of the Honor Council and a simple majority of the votes cast by the student body shall ratify an amendment. If the Honor Council fails to adopt a student-petitioned amendment, this action may be overridden upon a petition of 10 percent of the student body. The amendment shall then be submitted to the student body for action. No amendment shall be effective until approved by the Board of Visitors of the College.

Approved by vote of the Student Body of Mary Washington College, March 25, 1981.

Approved by the Rector and Visitors of Mary Washington College, April 11, 1981.

The Student Association

The Student Association at Mary Washington is an important part of student life. Upon matriculation into the College, a student automatically becomes a member of the association. All students are encouraged to become active members, so that the association is a truly representative body of student thought and opinion, voicing the needs and concerns of the student body.

SA Purpose

The purpose of the Student Association is to work for a better College community through the development and strengthening of individual responsibility, citizenship, and honor; to share with the faculty and the administration the obligation of respecting and promoting the traditions, standards and objectives of the College; and to instill the convictions of self-government and democracy in every student.

The Student Association officers acknowledge to the students of Mary Washington College the following obligations: to represent student opinion actively; to respect the rights of the individual; to cultivate and uphold the academic and social atmosphere conducive to the fulfillment of the aims of the College; to promote communication, cooperation, and understanding among students, faculty, and administration; to stimulate awareness of national and international affairs and their importance to the individual; to promote environmental improvements necessary for the welfare of the students; and to affirm that the Student Association shall continue as a democratic body.

STUDENT ASSOCIATION ORGANIZATION

I. EXECUTIVE

The executive branch of the Student Association is the Executive Cabinet, a body comprised of the five SA officers, which acts under the direction of the President of the Student Association. The President is the official spokesman of the Executive Cabinet of the Student Association.

The Executive Cabinet

The Executive Cabinet represents the student body on all matters of joint concern between the administration of the College and the student body. The Executive Cabinet is the highest Student Association body on campus, and its voting

(elected) members include; the President of the Student Association, the Vice President (President of the Senate), the Campus Judicial Chairman, the Academic Affairs Chairman, and the Lobby Chairman. The Student Association Secretary, Treasurer, and the Executive Coordinator also serve as members of the Executive Cabinet in a non-voting capacity.

Position: Student Association President

The President of the Student Association is the official spokesman for the Student Association. The President shall call and preside over all meetings of the Executive Cabinet as well as all open student body meetings. He/She is also responsible for appointing chairmen to the Standing Committees of the Student Association, with the consent of the Executive Cabinet. Upon recommendations from the Academic Affairs Committee, the President shall nominate students to serve on student/faculty committees to the President of the College. The President serves as a member of the Student Association Finance Committee with full voice and vote. The President is also responsible for the efficient operation of the day-to-day activities of the organization.

Position: Student Association Vice President

The Vice President has three principle duties. First, he/she is the President of the Senate, and as such appoints committee officers and presides over Senate meetings. Second, the Vice President is an ex-officio member of the S.A. Finance Committee, with full voice and vote. He/She also sits on the Board of Publications and Broadcasting as an ex-officio member.

Position: Campus Judicial Chairman

The Judicial Chairman shall be the official representative of the Student Association in all matters of judicial concern and he/she presides over hearings in a non-voting capacity. The Chairman is responsible for coordinating all judicial trials including maintaining regular contact with the Hall Judicial Chairmen. He/She will also maintain adequate means of student communications regarding the judicial system on campus. The Campus Judicial Chairman shall appoint all Residence Hall and Commuting Student Judicial Chairman. He/She will train and be responsible for all Hall Judicial Chairmen. The Judicial Chairman shall be responsible for maintaining records of all judicial proceedings and reporting the outcome of all trials to the President of the College.

Position: Academic Affairs Chairman

The duties of Academic Affairs Chairman include attending all faculty meetings, working with the Advising Office in areas of academic concern/advising and registration. The Chairman also presides over meetings of the Committee which includes all department representatives and student members of student/faculty committees. The Academic Affairs Chairman also acts as adviser to the Inter-Honorary Association and its projects which include the Graduate School Program and the Tutorial board. The Academic Affairs Chairman must act as a liaison between faculty and students in matters of academic concern.

Position: Lobby Chairman

The Lobby Chairman is responsible to the S.A. Executive Cabinet on all matters concerning the Lobby Committee. The Lobby Chairman oversees state and local lobbying efforts, and works closely with the Senate on investigation of campus matters. The Lobby Chairman is also responsible for chairing the Lobby Committee.

Position: Student Association Treasurer

The Treasurer is appointed each spring by the newly elected Executive Cabinet and the outgoing Treasurer. The Treasurer attends all Cabinet meetings and participates in dis-

cussion and debate, but does not vote. The Treasurer is responsible for the accurate bookkeeping of the Executive Cabinet. The Treasurer serves as a non-voting member of the Finance Committee. The Treasurer also handles the Emergency Student Loan Program. He/She also helps out in any possible way the endeavors undertaken by the members of the Executive Cabinet.

Position: Student Association Secretary

The Secretary is appointed each spring by the newly elected Executive Cabinet and the outgoing Secretary. The Secretary attends all Cabinet meetings and participates in discussion and debate, but does not vote. The Secretary is responsible for the efficient and expedient distribution of the meetings of the Executive Cabinet. He/She also serves as a non-voting member of the Finance Committee, and is also responsible for the accurate distribution of the minutes of these meetings as well.

Position: Student Association Executive Coordinator

The Executive Coordinator is appointed each spring by the newly elected Executive Cabinet and the outgoing Coordinator. The Coordinator attends all Cabinet meetings and participates in discussion and debate, but does not vote. The Executive Coordinator serves as a full-voting member on the College Programming Board. He/She also handles publicity for Student Association sponsored events and helps out in any possible way the endeavors undertaken by the other members of the Executive Cabinet.

II. LEGISLATIVE

The legislative branch of the Student Association is the Senate. Each residence hall has at least one senator. Those halls containing more than 50 students shall be represented by one senator for each 50 students and one additional senator when an increment of 50 is exceeded by 30. The

commuting students are represented by one senator for every 50 degree-seeking commuting students.

While a senator's primary responsibility is in representing his or her constituency, he or she also participates actively in one or more of the senate committees to improve college life.

The Vice President of the Student Association presides over the Senate.

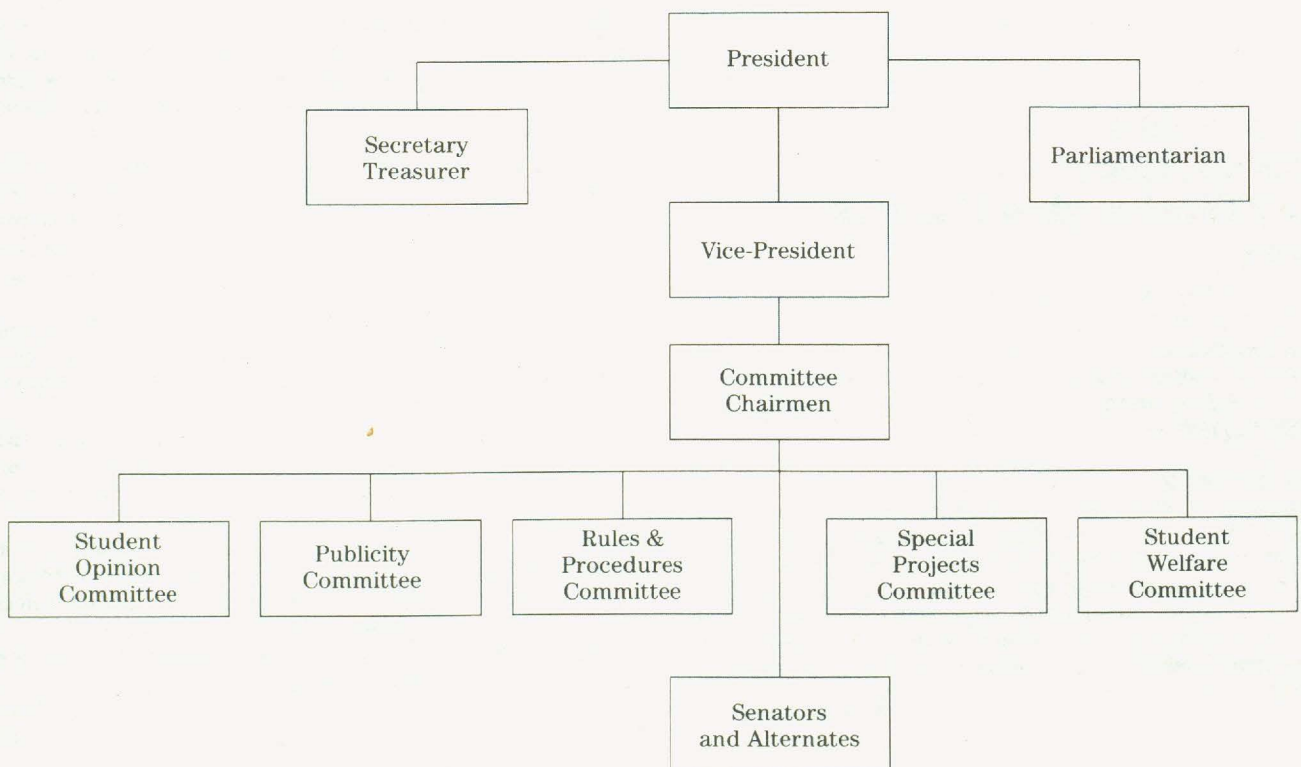
The Senate is organized into standing and temporary committees for the efficient performance of its duties. All legislative powers are vested in the Senate. A proposal which passes the Senate shall be presented to the Executive Cabinet before it is referred to the appropriate body. The proposal may be approved by the Executive Cabinet, or, if vetoed by the Executive Cabinet, shall be returned to the Senate for debate. A two-thirds vote of the entire Senate shall override the veto.

Officers and Standing Committees of the Senate

Secretary-Treasurer is responsible for the efficient and accurate distribution of the minutes of Senate meetings, and also oversees the money allocated to the Senate. Each Senate committee submits requests for funds as needed to the Secretary-Treasurer, who makes proper allotments from the Senate treasury. The payment of the Senate's bills and the administration of money collected for special projects (such as the United Way) are duties of the Secretary-Treasurer. (Note: The President of the Senate may at any time exercise the option of appointing two individuals to carry out the duties of the office outlined above).

Parliamentarian is the authority on procedure in the Senate. The Parliamentarian is neither a senator nor an alternate, and participates in meetings as an adviser on parliamentary order only.

Student Association Senate Organizational Chart



Publicity Committee provides publicity for any event or activity of the Association and is responsible for the upkeep of all campus bulletin boards.

Rules and Procedures Committee handles all campus-wide elections, as well as smaller group elections. It also reviews, revises, and edits all rules concerning the Student Association as stated in the Constitution and the *Student Handbook*. This committee also forms subcommittees as necessary to study any proposed changes in the structure or procedure of student government. (See also *Campaign Rules*).

Special Projects Committee brings events of varying interests to the campus. This committee organizes special service events, such as voter registration, speakers, and informative panel discussions on topics of concern.

Student Opinion Committee gathers and organizes data concerning the state of student opinion on current issues. This is accomplished through written surveys, including the annual financial referendum conducted by the Finance Committee. The Student Opinion Committee also supervises the annual evaluation of senators by their constituents (the "vote of confidence") as well as the senators' evaluation of the officers and President of the Senate.

Student Welfare Committee studies and reports its findings on any aspect of student concern. The committee also studies the possibility of any event that would be of benefit to the entire student body. (Note: The activities of the Student Welfare Committee often involve consultation and/or working in conjunction with other groups and officers within the Student Association. See also Senate Special Projects Committee; Lobby Committee; Lobby Procedures—in By-Laws).

The Chairmen of the standing committees of the Senate are appointed by the incoming Senate President during the second semester of the academic year, with the advice and consent of the Senate.

The **Vice President of the Senate** is elected by his or her fellow senators at the beginning of the academic year. The Vice-President acts as president of the Senate in the absence of the President of the Senate. The Vice-President also assists the President in monitoring the day-to-day operations of the Senate.

Constitution Student Association Mary Washington College

Preamble

WE, THE STUDENTS OF MARY WASHINGTON COLLEGE HAVING ESTABLISHED A STUDENT ASSOCIATION TO PROMOTE COMMUNICATION, COOPERATION, AND UNDERSTANDING AMONG STUDENTS, FACULTY, AND ADMINISTRATORS DO ORDAIN AND ESTABLISH THIS OUR CONSTITUTION.

Article I: Purpose

The purpose of the Student Association shall be to work for a better College community through the development and strengthening of individual responsibility and citizenship. The Student Association shall share with the faculty and the administration the obligation of respecting and promoting the tradition, standards, and objectives of the College and instilling the principles of self-government and democracy in every student.

Article II: Membership

Upon matriculation into the College, a student automatically becomes a member of the Student Association.

Article III: Organization

The Executive, Legislative, and Judicial departments comprise the governing body of the Student Association. The five elected officers of the Executive Cabinet shall have the responsibility for the efficient operation of the Association, under the direction of the President of the Student Association.

Article IV: Authority

The authority of the Student Association is derived from delegation by the President of the College and from the student body of the College. The elected representatives of the Student Association shall have the sole authority to act in the name of the student body. The Student association commits itself to uphold and enforce those regulations which have been made through mutual agreement and understanding between the Student Association and the Administration of the College.

Section 1. The Executive Cabinet, as representatives of the Student Association, shall have the responsibility to study any matter affecting the welfare of the student body and the College. These representatives have the responsibility to make recommendations which will foster the best interests of the student body and the College.

Section 2. The allocation of funds from student fees for designated purposes shall be authorized by a special committee or committees of the Association, in keeping with the authority delegated by the President of the College.

Section 3. The representatives of the Student Association shall have the authority to regulate all Student Association elections.

Article V: Ratification

Ratification of the constitution of the Association shall be decided upon by a majority of votes cast by members of the Association.

Article VI: Executive Department

Section 1. The executive power shall be vested in a deliberative body, the Executive Cabinet of the Student Association, under the direction of the President of the Student Association.

Section 2. The Executive Cabinet shall be composed of five voting members: the President, the Vice President (the President of the Senate), the Judicial Chairman, the Academic Affairs Chairman, and the Lobby Chairman, each with equal voice and vote. These officers have a term of office of one year, beginning during the second semester of each academic year.

Section 3. The President, Vice President, Judicial Chairman, Academic Affairs Chairman, and Lobby Chairman shall be elected by the student body by a secret ballot on the basis of a majority of votes cast.

Section 4. The Executive Cabinet of the Student Association shall have the authority to regulate all activities undertaken by the Association; it shall also serve as an advisory body to the President of the College.

Section 5. The Executive Cabinet, in consultation with the Inter-Club Association, shall have the authority to recognize student organizations. Recognition from the Cabinet is necessary prior to the allocation of financial assistance.

Section 6. The specific areas of responsibility of each of the Executive Cabinet officers shall be as follows:

The President shall:

- a. call and preside over all meetings of the Executive Cabinet;
- b. be the official spokesman of the Student Association;
- c. call and preside over all meetings of the student body;
- d. nominate students to serve on faculty /student committees;
- e. appoint chairmen to the Standing Committees of the Student Association, with the consent of the Executive Cabinet;
- f. designate students to represent the Student Association at official College functions;
- g. be responsible for the day-to-day operations of the organization; and
- h. serve as ex-officio member of the Finance Committee. (Ex-officio shall be defined as having a full voice and vote.)

The Vice President shall:

- a. be the President of the Senate and its chief presiding officer;
- b. serve as an ex-officio member of the Finance Committee; and
- c. serve as a member to the Board of Publications and Broadcasting.

The Judicial Chairman shall:

- a. be the official representative of the Student Association in all matters of judicial concern;
- b. serve as chairman of the Campus Judicial Court with the responsibility of presiding over all judicial trials in a non-voting capacity;
- c. serve as the presiding officer of the Judicial Appellate Board with full voice and vote;
- d. appoint all Residence Hall and Commuting Student Judicial Chairmen;
- e. train and be responsible for all Judicial Chairmen;
- f. be responsible for maintaining records of all judicial proceedings.

The Academic Affairs Chairman shall:

- a. be the coordinator of student academic concerns;
- b. have the responsibility to preside over meetings of the Academic Affairs Committee comprised of the student departmental representatives, students on faculty/student committees and all interested students. The proceedings of these meetings shall be reported to the cabinet which shall present final recommendations to all groups;
- c. preside over the election of four students to represent student concerns at faculty meetings;
- d. attend all faculty meetings, and represent the student body in a non-voting capacity; and
- e. serve as adviser to Inter-Honorary Association.

The Lobby Chairman shall:

- a. be the chairman and chief presiding officer of the Lobby Committee and shall have the responsibility of reporting to the Student Association Executive Cabinet on all activities of the Lobby Committee;
- b. be the official Student Association contact to all local, state, and national organizations and legislative bodies for matters pertaining to lobby activities;
- c. be the official representative of the Student Association to the Virginia Student Association;
- d. appoint, with the concurrence of the incoming Student Association President, all Lobby Committee Steering Committee voting members; and
- e. be responsible to the Student Association Executive Cabinet on designated matters of special concern.

Section 7. The Executive Cabinet shall formulate and declare the Student Association goals and policies for its administra-

tion. The cabinet shall approve or veto any legislation enacted by the Senate within two weeks of its enactment.

Section 8. The Association of Residence Halls and the Commuting Student Association shall come under the jurisdiction of the Executive Cabinet. The Executive Cabinet may be assisted, in a non-voting capacity, by advisers who will include the President of the Association of Residence Halls and the President of the Commuting Student Association, and may include as well, any other advisers that the President of the Student Association deems necessary. These advisers shall attend Executive Cabinet meetings on a regular basis.

Section 9. In case of the removal of the President of the Student Association from office or his or her resignation or inability to discharge his or her duties, the powers and duties of the office shall devolve to the Vice President of the Student Association. In case of removal of the Vice President, Campus Judicial Chairman, Academic Affairs Chairman or Lobby Chairman, or upon resignation or inability to discharge the powers and duties of the aforementioned offices, a special campus-wide election shall be called by the President for the purpose of electing successors.

Article VII: Legislative Department

Section 1. All legislative powers herein granted shall be vested in one legislative body, a student Senate.

Section 2. The Senate shall have the responsibility to legislate with regard to all issues of student concern. The Senate may only by the vote of at least two-thirds of its membership override a veto of Executive Cabinet.

Section 3. The Vice President of the Student Association shall be President of the Senate and the official spokesman of the Senate within the Executive Cabinet. The President of the Senate shall call and preside over all meetings of the Senate and shall have no vote except to decide a tie vote.

Section 4. A student shall be eligible to be a senator with the stipulation that he or she attend the mandatory Senate workshop. Senate elections shall be held at the beginning of the academic year. Each senator shall be elected for a term of one academic year.

Section 5. Each residence hall shall have at least one senator notwithstanding the number of residents in said residence hall. Each residence hall containing more than 50 students shall be represented by one senator from each district of 50 students and one additional senator when an increment of 50 is exceeded by 30 students. There shall be one senator for every 50 commuting students (excluding non-degree seeking students) and one additional senator when an increment of 50 is exceeded by 30 students. Senators shall be elected by and be responsible to predetermined districts as outlined by the Rules and Procedures Committee Chairman of the Senate, with the assistance of the Vice President of the Association of Residence Halls and the Commuting Student Association prior to nominations of the senators.

Section 6. All powers of investigation and formal proposal shall be vested in the standing and temporary committees of the Senate for the efficient performance of its duties. The President of the Senate shall appoint the chairman of each committee in the second semester of the academic year, with the advice and consent of the Senate.

Section 7. The Senate may from time to time adopt by-laws governing the day-to-day operation of the Student Association which by-laws shall not, however, be contrary to the provisions of this constitution.

Section 8. It shall require a majority of the membership of the Senate to approve any legislation before the Senate.

Section 9. Any legislation approved by the Senate shall be presented to the Executive Cabinet by the President of the Senate for approval or veto.

Article VIII: Judicial Department

Section 1. All judicial powers herein granted shall be vested in the Residence Hall and Commuting Student Judicial Chairmen, the Campus Judicial Court, the Judicial Appellate Board, and the Campus Judicial Chairman.

Section 2. In all judicial matters under consideration by student courts, students shall have the right to due process.

Section 3. An open hearing shall be held at the request of the accused. As many people as can safely sit in the area in which the hearing is to be held may attend the hearing at the request of the accused.

Section 4. Each Residence Hall and Commuting Student Judicial Chairman shall be appointed in the second semester of the academic year for a term of two semesters. Each Residence Hall Judicial Chairman shall reside on campus throughout his or her term of office.

Section 5. The Campus Judicial Chairman shall preside over the Campus Judicial Court, which shall be composed of twelve representatives from each of the four classes. The representatives of the sophomore, junior, and senior classes shall be elected in the second semester of the academic year. The representatives of the freshman class shall be elected in the first semester of the academic year.

Section 6. Members of the Campus Judicial Court shall serve until the next installation of officers in the second semester of the academic year.

Section 7. As a matter of right any student brought before the Campus Judicial Court may appeal a decision of the body to the Judicial Appellate Board which conduct a plenary hearing on all such student appeals.

Section 8. The Judicial Appellate Board shall be composed of the Campus Judicial Chairman (presiding) and three Judicial Representatives who have not heard the case, all with equal voice and vote. The Campus Judicial Chairmen will chair the Board and will be a non-voting member.

Article IX: Recall

Section 1. Any student official may be recalled by his or her constituency if he or she has failed to perform satisfactorily the duties of, or uphold the standards of, the office.

Section 2. The following recall procedure shall be utilized unless it is contradictory to the means of recall as set forth in the constitution of the particular group considering the question.

Section 3. Upon petition of 20 percent of the electorate for said office, the question of recall shall be considered. Two-thirds of the electorate must vote in favor of recall in order for the motion to be carried and a student official to be recalled by his or her constituency.

Article X: Repeal and Referendum

Section 1. The student body has the right to call for a referendum on any issue within its jurisdiction and to repeal any piece of legislation which has been passed by the Senate.

Section 2. A petition of 10 percent of the student body shall call for the question.

Section 3. A majority of the electorate is required to repeal legislation.

Article XI: General Provisions

Section 1. Eligibility for any office within the Student Association shall be dependent upon a 2.2 cumulative grade point average to run for office and the achievement of at least a 2.0 semester average for each semester while in office, a good social standing, and a full-time student status throughout the tenure of office.

Section 2. The oath of office for all elected representatives of the Association shall be as follows:

I do hereby solemnly promise to support and maintain the Constitution of the Student Association of Mary Washington College, and I pledge my best efforts to the efficient performance of the duties of _____ of this Association to which I have been elected.

Article XII: Bill of Rights

The following rights shall be the standards by which the Student Association shall formulate and conduct its policies.

Section 1. The Executive Cabinet and the Senate of the Student Association shall take no administrative action or enact any legislation which abridges the rights of students to freedom of inquiry, of religion, of speech, of press, of peaceful assemblage or association, and of petition to the Association for a redress of grievances. The rights of students shall not be denied or abridged on account of race, color, religion, physical disability, national origin, political affiliation, marital status, sex, or age.

Section 2. The right of students to be secure in their persons, houses or living quarters, papers, and effects against unreasonable searches and seizures shall not be violated by any student.

Section 3. No student in any student judicial case shall be compelled to be a witness against himself or herself, nor shall he or she be deprived of liberty, social, or student status without due process. No disciplinary sanctions shall be imposed by the student judiciary on any student without notice to the accused of the nature and cause of the charges and a fair hearing, which shall include confrontation of witnesses against him or her. The accused shall have the right to a speedy and public trial, to have ample time to obtain witnesses in his or her behalf, and to have the assistance of counsel for his or her defense.

Section 4. Clubs may be established for any legal purpose consistent with the policy of the College. Any such organization shall not be denied membership into ICA, should it desire it, without justifiable reason.

Section 5. The student media is to be free of censorship. Student media editors and managers shall not be arbitrarily suspended by the Student Association because of disapproval of editorial policy or content registered by members of the student body, faculty, administration, alumni, or community. This freedom entails a corollary obligation under the canons of responsible journalism and applicable regulations of the FCC.

Article XIII: Amendments

An amendment to this constitution may be proposed by the Executive Cabinet, or the Senate, or upon petition of 10 percent of the student body to the Senate. A proposed amendment shall be posted on the Student Association, residence hall, and Commuting Student Lounge bulletin boards and shall be published in at least one issue of the campus-wide news medium. No less than one week after publication, the Senate shall then consider the proposed amendment in an open meeting of the Senate. An affirmative vote of two-thirds of the Senate shall be necessary to approve an amendment. The amendment shall become effective only upon adoption by a majority of those members voting at the next campus-wide election.

The By-Laws of the Student Association

The By-Laws of the Student Association shall be as an explanation and method of implementation of the Student Association Constitution.

Section 1. Executive Procedure

- I. The rules contained in Robert's Rules of Order Revised shall govern the Executive Cabinet in all cases to which they are applicable and in which they are not inconsistent with the SA Constitution.
- II. The Executive Cabinet shall meet once a week on a day agreed upon by the Cabinet. Attendance of the Executive Cabinet shall follow the guidelines stated in Section II, Article II, of these by-laws. The SA President may change the date of the meeting with the consent of the Cabinet.

Section 2. Executive Appointments

- I. The President of the Student Association shall appoint an Executive Coordinator and Secretary-Treasurer or a Secretary and Treasurer to serve in advisory capacities.
- II. The Student Association Executive Coordinator shall serve as a representative of the Cabinet, organize and execute all Executive Cabinet functions, and handle publicity for the Cabinet.
- III. The Coordinator shall serve on the College Program Board, serve as an adviser to the Cabinet, and serve as an adviser to the Rules and Procedures Committee during the elections, regarding publicity.
- IV. The Secretary shall serve in an advisory capacity to the Cabinet, be responsible for all minutes of the Cabinet. The Secretary shall also be responsible for recording all minutes of the Finance Committee.
- V. The Treasurer shall be responsible for monitoring the Executive Cabinet and Student Association budget. The Treasurer shall also be responsible for handling the disbursements and deposits of the Cabinet. The Student Association Senate Treasurer shall be responsible for the Senate budget.

Section 3. Legislative Procedures

- I. The rules contained in Robert's Rules of Order Revised shall govern the Senate in all cases to which they are applicable and in which they are not inconsistent with the Student Association Constitution.
- II. The Senate shall meet every week on a day agreed upon by the Senate. If a senator is absent from two consecutive meetings, or misses a total of three meetings per academic year, he or she is subject to expulsion from the Senate. This rule shall not apply in cases where an alternate senator or other authorized voting substitute representative is present in the senator's place, or in cases where legitimate extenuating circumstances exist. The President of the Senate may by a majority vote alter the meeting schedule and/or attendance policies of the body, provided that the Senate shall meet at least once a month.
- III. No member of the student body or College community may be excluded from any regular meeting of the Senate. Upon recognition by the President of the Senate any member of the College community may take the floor within the restrictions of the *Rules of Order*; however, only senators, alternates serving in place of senators, and committee officers may make motions.
- IV. The President of the Senate shall appoint a secretary-treasurer and a parliamentarian to assist in the general operation of the Senate. Neither person shall be a senator or an alternate, and attendance for the two positions shall conform to the policies established for senators. These appointments shall be made with the advice and consent of the Senate.

- V. The Senate shall elect from its body a vice-president who shall act as president to the Senate in the absence of the President of the Senate. If for any reason this vice-president is unable to complete the term of office, another election will be held.
- VI. If the President and the Vice-President of the Senate are both not present during a Senate meeting for any reason, the Chairman of the Rules and Procedures Committee shall preside. While serving in this capacity, the Rules and Procedures Committee Chairman shall have administrative authority over the Senate meeting only, and shall not be allowed a tie-breaking vote.
- VII. For every residential and commuting senator elected, and alternate senator shall also be elected. An alternate shall have the same rights and responsibilities in the Senate as the senator for whom he or she is a representative when the senator is absent from a meeting. When serving in a voting capacity, an alternate may only represent one senator. If a senator is unable to fulfill his or her term of office, the alternate shall become senator. When an alternate succeeds a senator or leaves office, the constituents affected shall select a new alternate. (See also *Duties of Senators and Alternates*).
- VIII. No Senate meeting may take place if a quorum (defined as one-half plus one of the Senate's voting membership) is not present. If a quorum is not present at roll call, the President of the Senate may, with the consent of the members present, conduct an informal meeting. Announcements, committee reports, and general discussion may take place, but no motions can be voted on. Minutes may be taken and distributed at the discretion of the President of the Senate.
- IX. If the consent of the Senate is requested by the President of the Senate, it shall be considered given unless at least one third of the senators present object.
- X. Debate in the Senate shall be unlimited, with the following qualifications:
 - a. A limit of three speakers in succession shall be allowed to present opinions on one side of the question.
 - b. Restrictions of debate that does not contradict the *Rules of Order* may be accomplished by a vote of two-thirds of the members present.
- XI. A critique (known as the "Vote of Confidence") will be distributed by the Student Opinion Committee to the student population once a year, before the mid-year break, to enable constituents to confidentially evaluate their senators. A similar form will be distributed to the Senate at the second to last meeting of the first semester, to evaluate the performance of the President of the Senate and the committee officers.
- XII. In order for the Senate to measure communications with the Executive Cabinet, there will be two special meetings between the Senate and the Executive Cabinet, the first at the end of the first semester and the other to be held within the month before campus elections in the spring. Meetings of this kind (such as Open Student Body Meetings) may be requested by either the Executive Cabinet or the Senate throughout the year.

Section 4. Duties of Senators and Alternates

The duties of senators and alternates include:

1. Attending Senate meetings and committee meetings.
 2. Representing constituents' viewpoints in the Senate.
 3. Being aware of issues to cast informed votes.
 4. Posting minutes and maintaining contact with constituents.
 5. Serving on at least one Senate committee.
- Apart from the responsibilities stated above, senators and alternates should make every effort to acquire a good working knowledge of Senate procedure. While it is not a requirement

that a senator or alternate participate in debate, they are encouraged to do so, to give the broadest possible scope to discussions in the Senate.

Alternates should be as informed and interested in the activities of the Senate as the Senators they represent. The duties and rights accorded to senators within the Senate apply also to alternates when they are serving in a voting capacity.

Section 5. Senate Committee

- I. Senate Committee Officers shall be appointed by the President of the Senate, with the advice and consent of the Senate body, through a two-thirds vote. Attendance at the meetings of the Senate by committee officers is governed by the same policy as that for senators. If a committee chairman or vice-chairman is unable to attend a Senate meeting, a member of the committee may be designated to give the committee's report and receive its assignments.
- II. Membership of Senate committees may consist of senators and other students, all of whom shall be entitled to a vote within the committee. (Non-senators must meet the participation requirements of their respective committees to be able to vote on committee matters).
- III. Each senator must belong to at least one Senate committee. Attendance at committee meetings is mandatory. Upon failure to attend two consecutive committee meetings or a total of three meetings per academic year, a senator may lose his or her membership in the Senate. Non-senators who sit on Senate Committees are responsible to their committee officers on matters of attendance and participation in committee activities. The chairman of each committee may decide if a non-senator meets the participation requirements of that committee, enabling the non-senator to cast a vote within the committee.
- IV. In general, the Senate committees shall be established for the purposes of:
 - a. advising the President of the Senate;
 - b. conducting investigations from which formal proposals may be submitted to the Senate;
 - c. undertaking activities to benefit the College Community; and
 - d. presenting the actions of the committee for review by the Senate for acceptance or rejection. Upon rejection, suggestions for revision may be offered to the committee.Following further consideration and possible revision of the proposal made by the committee, the revised form shall be presented to the Senate.
- V. The Rules and Procedures Committee may supervise elections for organizations outside its original jurisdiction at the request of those organizations.
- VI. The Student Opinion Committee may assist in the creation and distribution of campus surveys for organizations other than the Senate at the request of those organizations.

Section 6. Ad-hoc Committees

- I. Ad-hoc committees shall be defined as impermanent groups which are not established standing Senate committees.
- II. The Senate may form ad-hoc committees to augment the activities of the standing committees in conducting Senate business. The Senate shall not abridge the right of students to form ad-hoc committees which do not fall under the direct jurisdiction of the Senate.
- III. The Senate may place regulatory conditions only on the expenditures of Senate funds granted to ad-hoc committees which are not under the Senate's jurisdiction.

Section 7. Lobby Procedures

- I. The Lobby Committee shall represent the Student Association to all local, state, and national organizations. It shall represent the Student Association on designated matters of special concern to appropriate organizations. It shall represent the Student Association to the Virginia Student Association.
- II. The Lobby Committee shall be directed by a Steering Committee. It shall consist of no more than 7 voting members. In addition to the Lobby Committee Chairman, the voting members shall be all Subcommittee Chairmen and Vice Chairmen. The voting members of the Steering Committee will be selected by the Chairman, with the concurrence of the incoming Student Association President and in consultation with the outgoing Lobby Chairman and outgoing Student Association President.
- III. The membership of the Lobby Committee shall not exceed more than 35 members, unless designated by the Steering Committee. Members must be in good standing with the College.
- IV. The Chairman of the Lobby Committee shall appoint a secretary-treasurer who will serve in an advisory capacity to the Steering Committee. The Secretary-Treasurer shall be responsible for all minutes of meetings and for updating the Steering Committee as to the current financial status of the Committee. The Chairman may appoint other members to the Steering Committee on an advisory basis, with the concurrence of the Steering Committee.
- V. The Steering Committee shall decide all matters of personnel, finance, and general procedure of the Lobby Committee. The Lobby Committee Chairman shall be responsible for bringing those substantial issues to the attention of the Student Association Executive Cabinet. The Steering Committee may appoint ad-hoc committees, with the concurrence of the Executive Cabinet.
- VI. Any action of the Lobby Committee that may conflict with another branch's actions will be pursued only with the concurrence of the Lobby Committee Chairman and the Executive Cabinet member responsible for that branch, with notification of the Student Association Executive Cabinet. The Student Association Executive Cabinet may veto any action of the Lobby Committee.
- VII. The Lobby Committee Chairman may appoint one present member of the Steering Committee to serve also as Vice Chairman. The Vice Chairman shall be responsible for working with the Chairman in coordinating the Committee. The Vice Chairman shall serve as acting Chairman as designated by the Chairman. In the case of removal or resignation of the Chairman, the Lobby Committee Vice Chairman shall serve as acting Chairman until the student body may elect a new Chairman.
- VIII. The Sub-Committee Chairmen and Vice Chairmen shall be responsible for the implementation of the Lobby Committee's actions through their sub-committees. They shall also be responsible for participating in all committee-wide activities.
- IX. An officer of the Lobby Committee may be removed by the Lobby Committee Chairman, with the concurrence of the Student Association Executive Cabinet. Any member of the Lobby Committee may be removed by a vote of the Steering Committee.
- X. The most recent edition of *Robert's Rules of Order* shall be followed by the Steering Committee as to procedure, as appropriate.

Section 8. Academic Affairs Committee Procedures

- I. The Academic Affairs Committee shall be chaired by the Academic Affairs Chairman. A Vice-Chairman of the Academic Affairs Committee is elected by his or her fellow committee members at the beginning of the academic year. The Vice-Chairman acts as the chairman of the committee. The Vice-Chairman also assists the Chairman in monitoring the day-to-day operations of the Academic Affairs Committee.
- II. Voting membership shall include all department representatives and student members of student/faculty committees. Other members include all other interested students.
- III. Four students from the Academic Affairs Committee shall be elected to attend faculty meetings with the Academic Affairs Chairman. The election of these four students will take place at the first Academic Affairs Committee meeting in the fall.
- IV. During the second semester, an ad-hoc committee of the Academic Affairs Committee will study applications, conduct interviews and make recommendations to the Student Association President for students interested in serving on a student/faculty committee.
- V. The Academic Affairs Committee shall have three standing committees: Publicity, Coordinating and Social.
- VI. All members of the Academic Affairs Committee shall be required to attend meetings of the Academic Affairs Committee and shall not miss more than one meeting per semester, unless excused by the Chairman.
- VII. All department representatives of the Academic Affairs Committee will assist the Advising office in all programs of advising and registration, as needed.

Section 9. Campaign Rules

1. All candidates must have a 2.2 *cumulative grade point average* to run for office.
2. Nomination by petition may be accomplished if the student submits a petition in support of his or her nomination, which has been signed by 10% of the affected student body, to the Senate Rules and Procedures Committee Chairman within 24 hours of the closing of nominations.
3. A limit of \$45 is hereby established on campaign expenditures. This amount includes any donations made to the campaign.
4. Campaign donations are only to be made by members of the MWC community.
5. The campus media may be used as campaign material (i.e. *Bullet*, radio).
6. There is *no limit* to the number of pieces of campaign material which may be posted on campus or in buildings.
7. Campaigning over the public address system and in the post office is not permitted.
8. All campaign material attached to fronts of buildings must be of oilcloth or other suitable fabrics and must be strung or wired to the building. No campaign material may be *attached to or strung from trees*. No campaign material is allowed in or on academic buildings.
9. *No one is allowed to reserve banner spaces*. No one is allowed to drop a banner until the petition nomination period for all offices has been closed.
10. Buttons are unlimited in number and, must be worn on the person.
11. Each candidate may submit a typewritten qualification/platform sheet to the Rules and Procedures Chairman. It will be copied and distributed for posting in ACL foyer, Commuting Student Lounge, polling place, and all residence halls. The cost of the service, which is subject to change will be announced before the election.
12. Loitering or campaigning, on the day of preliminary and final voting, is not allowed within 50 feet of the area or the

building where voting is taking place. All campaign material in this area must be removed before final voting begins.

13. All campaign material, for all candidates must be taken down 48 hours after the final election announcements. There will be a \$1.00 fine for every piece of campaign material not taken down. A candidate who has been elected to an office shall be compelled to appear before the Rules and Procedures Committee if that office-holder's fines exceed \$15.00. It shall be the Committee's responsibility to decide if disqualification of the said officeholder is in order. The decision shall be presented to the Senate for approval.
14. If the above mentioned rules are not followed, the candidate will be disqualified. Any deliberate attempt by the candidate or his or her followers to disqualify another candidate will result in the disqualification of the first mentioned candidate.
15. Exceptions to any of the above rules for any election must be cleared by the Rules and Procedures Committee.
16. If any election is to be contested, a formal written complaint must be made to the Chairman of the Rules and Procedures Committee within 24 hours after the final voting, and a decision shall be rendered by the Rules and Procedures Committee within 48 hours after the written complaint is filed.
17. All candidates *must* submit their campaign expenditures and a list of donations to the Chairman of the Rules and Procedures Committee *24 hours after the final election*. (This list of donations should include name of donor, amount, and date of donation).
18. There shall be a voting station set up in the Commuting Student Lounge during the preliminary and final election days.
19. Absentee ballots may be obtained (24 hours before the election) in the event of internships, illness or unforeseen circumstance at the discretion of the Rules and Procedures Committee.

Section 10. Student Association Committees and Services

ASSOCIATION OF RESIDENCE HALLS (ARH):

Each residence hall shall be represented to the Association of Residence Halls through its Hall Council by the residence hall president. The Association of Residence Halls shall serve as an advisory committee to the Executive Cabinet of the Student Association, maintain a working relationship with the Office of the Associate Dean of Students, resolve problems in and establish relations between the residence halls, provide support and information to the residence halls, and sponsor social and educational events beneficial to the entire student body as well as residential students.

COLLEGE PROGRAM BOARD (CPB):

The College Program Board acts in an advisory capacity to its member organizations. The College Program Board reports to the Executive Cabinet in an effort to coordinate and schedule campus social and cultural programs that meet the entertainment needs of the campus community.

The CPB has four officers: Chairman, Vice Chairman, Secretary/Fiscal Coordinator, and Publicity Coordinator. CPB membership is composed of the following: Student Association Executive Coordinator, President of Class Council, President of Inter-Club Association, President of the Association of Residence Halls, S.A. Film Committee Chairman, S.A. Entertainment Committee Chairman and Vice Chairman, and the President of the Commuting Student Association. The adviser to the Board is the Associate Dean of Student.

The College Program Board produces a monthly calendar in poster form which includes all events scheduled on the master calendar in the Associate Dean of Students' Office, ACL 205, before the 15th of the month prior to the month of the activity. This calendar is distributed on a one per person basis—free of charge.

COMMUTING STUDENT ASSOCIATION:

The Commuting Student Association is composed of non-residential students. The CSA is a standing committee of the Student Association, whose purpose shall be to represent commuting students to the S.A. Executive Cabinet, sponsor activities for the commuting students, and to express all concerns of commuting students to the campus community. The adviser to the Commuting Student Association is the Associate Dean of Students.

ENTERTAINMENT COMMITTEE:

The Entertainment Committee is a standing committee of the Student Association. Its principle function is to bring popular concerts, fine arts, lectures, and other entertainment to campus to benefit the student body and the College community. The Committee includes a subcommittee responsible for scheduling entertainment in the Pool Room. The subcommittee will be chaired by the vice chairman of the Entertainment Committee (voted on by the committee) and will serve in an advisory capacity to the Associate Dean of Students. Both the Entertainment Committee and the subcommittee receive funding from the Finance Committee and receipts from ticket sales. The Committee is composed of two representatives from each class, and the Chairman is appointed by the Student Association President. The term of office for the Committee is from April to April.

FILM COMMITTEE:

The Film Committee is a standing committee of the Student Association. Its principle function is to bring a variety of films to campus to benefit the student body and the College community. The Committee receives funding from the Finance Committee and admission fees. The Committee is comprised of two representatives from each class and the Chairman is appointed by the Student Association President. The term of office is from April to April.

FINANCE COMMITTEE:

The Finance Committee is a standing committee of the Student Association. It is responsible for allocating a portion of the funds received from the comprehensive fee. Allocations may be made only to recognized student organizations that are open to the entire student body or are beneficial to the community. These organizations may not be religiously or politically affiliated. The Committee is also responsible for reviewing the financial status of these organizations through reports submitted by the organizations on December 1, March 1 and, as part of the annual budget requests. The Committee is comprised of three senators, three non-senators, and four ex-officio members: the Student Association President and Vice President, the Vice President of Business and Finance, and the Associate Dean of Students. Additional members are the Secretary of the Student Association who shall serve as Secretary of the Finance Committee and the Treasurer of the Student Association who shall serve as Treasurer of the Finance Committee. The term of office for the student members is from fall to fall.

INTER-CLUB ASSOCIATION (ICA):

The Inter-Club Association of Mary Washington College is an organization composed of all recognized clubs of the College. Delegates from each of these organizations represent their respective groups at Association meetings held regularly throughout the school year.

The purpose of ICA is to coordinate an overall program of organizational activities for all members of the Association, to act as an agency for discussion of mutual concerns, to assist in the development of new organizations to meet student needs, to officially recognize new clubs, and to assist in the coordination of Family Weekend and other major campus projects.

The ICA Council is the governing body of the ICA and is responsible for planning Club Carnival each fall to acquaint

students with the clubs and organizations on campus, reviewing the petitions for new clubs, and making major recommendations to the entire Association. Included on the Council are the five officers of the Association and a representative from each of the following organizational groupings: Recreation, Language, Science, Social Science, Service, Fine Arts, and Religion.

The ICA receives funding from and is responsible to the Student Association.

INTER-HONORARY ASSOCIATION (IHA):

The Inter-Honorary Association of Mary Washington College is an organization composed of the presidents of all the recognized honor societies on campus, the Student Association Academic Affairs Chairman and the Associate Dean for Academic Services. A chairman and three additional officers are elected at the first meeting of the first semester. The Academic Affairs Chairman serves in an advisory capacity. Members represent their respective honor societies at the Association meetings held regularly throughout the school year.

The IHA was established to promote scholarship, coordinate activities among honor societies and honoraries, assist in the promotion of these activities and to recognize new honor societies and honoraries on campus. Within the Association, cooperation between honor societies and honoraries is facilitated for the purpose of undertaking various projects of academic interest to the MWC community. Such projects of the IHA include the maintenance of the Tutorial Board (providing student tutorial services to MWC students) and planning a major symposium for the College.

STUDENT DEFENSE COMMISSION:

The Student Defense Commission provides appropriate counsel, referral and advice to Mary Washington College students. Each student of Mary Washington College is entitled to a full defense in the event that he or she is charged with a violation of any of the following: Honor Code, Student Association rules and residence hall offenses, and college rules and regulations. The purpose of the Student Defense Commission is to insure due process, as well as fair and efficient discipline at Mary Washington College.

Section 11. Student Association Services

EMERGENCY STUDENT LOAN PROGRAM:

The Emergency Student Loan Program is administered by the Student Association Treasurer for use by MWC students who need small amounts of money for books, bills, or emergency situations. The S.A. Treasurer may be contacted for a loan application during designated office hours.

REFRIGERATOR RENTAL PROGRAM:

The Refrigerator Rental Program is sponsored by the Student Association of Mary Washington College. A fee and security deposit is required to rent a small room refrigerator for the academic year.

STUDENT INFORMATION SERVICE:

The Student Information Service is sponsored by the Student Association Senate. SIS provides information and referrals to students. Its geographical scope not only includes MWC and Fredericksburg, but also Washington D.C. and Richmond. In addition to the broad range of entertainment information, SIS administers the STUDENT RIDE BOARD. Students can post "ride needed" or "riders needed," both in-state and out-of-state. The services of SIS are provided without cost. The office can be contacted by dialing ext. 4517.

TUTORIAL BOARD

The Tutorial Board provides student tutorial services to Mary Washington College students. This service is organized by the Inter-Honorary Association. For information contact the Academic Affairs Chairman.

Class Council

The Class Council is the coordinating body of all class activity and various social activities. It is composed of the four major class officers (President, Vice President, Secretary/Treasurer and Publicity Chairman) of each of the four classes.

CONSTITUTION

CLASS COUNCIL

MARY WASHINGTON COLLEGE

Article I: Purpose

Class Council is the coordinating body of all class activities. It is a separate entity with no connection with the Student Association. Its function is that of a body solely concerned with social activities on campus, and its goal is the promotion of more and better social activities. It is structured so that more people can be involved in Class Council activities and provide an atmosphere of a real community through the classes working closely together.

Article II: Organization

Section 1. Class Council shall be composed of the four major class officers (President, Vice President, Secretary/Treasurer and Publicity Chairman). These officers represent the class at Class Council meetings and act as a liaison between the class and Class Council. These four officers are equal voting members of Class Council.

Section 2. The officers of Class Council shall be as follows:

- a. The President of Class Council will be elected from the members of Class Council by the members themselves. Duties of the President include: serving as a liaison between the administration and Class Council, presiding over all Class Council meetings, acting as adviser to the Executive Cabinet of the Student Association, checking officer candidates' grades before running for office and all officers' grades after first semester, serving on the selection committee for Who's Who Among Students in American Universities and Colleges, participating in the Leadership Conference, and acting as a representative to the College Program Board.
- b. The Secretary/Treasurer of Class Council shall be elected from the secretary/treasurers of each class by the members of Class Council. He or she keeps minutes of all meetings and handles all correspondence for Class Council. He or she handles all Class Council finances and serves as Chairman of the Finance Committee, composed of the secretary/treasurers of each class, which shall meet at least once a month.
 1. The function of the Finance Committee is to set up a budget for Class Council.
 2. The function of the Finance Committee is to review all requests for allocation.
 3. The Chairperson of the Finance Committee keeps an accurate record of all financial transactions and presides over all Finance Committee meetings.
- c. The Publicity Chairman for Class Council shall be elected from among the publicity chairmen of the classes by the members of Class Council.
 1. The Publicity Committee shall be composed of the publicity chairman from each class and any interested students. The four publicity chairmen shall meet at the Publicity Chairman's discretion for the purpose of allocating responsibilities and constructing materials.
 2. The function of the Publicity Committee is to publicize all events sponsored by Class Council.

Section 3. The duties of each class officer are defined as follows:

- a. The president shall preside over all class meetings and act as organizer for all functions of his or her class. He or she is a liaison between the class and Class Council.
- b. The vice president presides over class meetings in the absence of the president. The vice president of each class will act as committee chairman for various activities of the Council throughout the year.
- c. The secretary/treasurer shall keep minutes of all meetings and handle all correspondence for the class. He or she shall serve on the Finance Committee of Class Council and delegate necessary finances for the class at the Finance Committee's discretion.
- d. The publicity chairman shall handle all publicity for the class. He or she shall also serve on the Publicity Committee for Class Council.

Article III: Budget

The budgets of all four classes are consolidated. This provides one single treasury from which Class Council finances all activities.

Article IV: Elections

Section I. Attendance at workshops shall be mandatory for all persons seeking office. These workshops shall be held prior to nominations. The duties of specific offices and the functions of Class Council shall be discussed at these workshops.

Section 2. Any persons desiring to have their names placed on the ballot after nominations shall do so by submitting a petition consisting of 20 percent of their respective class to the President of Class Council within 24 hours of official nominations. The petitioners must then be given a workshop training.

Section 3. Campaign Rules

- a. All candidates must be in good academic standing (a 2.0 overall and a 2.20 each semester while holding the term of office) and in good social standing. Questionable actions shall be looked into by the President of Class Council. A candidate will not be considered qualified to run if application has been made to transfer from Mary Washington College.
- b. There will be no campaigning over the public address system.
- c. A limit of \$25 is hereby established on campaign expenditures.
- d. There is a limit of 25 pieces of campaign material which may be posted on campus or in buildings. (Example: a 3 x 5 card by a telephone is considered one piece of campaign material.)
- e. All campaign material attached to fronts of buildings must be of oilcloth or other suitable fabric and must be strung or wired to the buildings. Banners cannot be hung from trees or academic buildings.
- f. Buttons or any campaign material worn on the person may be unlimited in number.
- g. No fliers or printed material distributed to *individual rooms* are permitted.
- h. Each candidate must submit a typewritten qualification/platform sheet to the President of Class Council within 24 hours of the official nomination. This is in lieu of fliers. This sheet should include NAME, OFFICE SEEKING, AGE, and MAJOR FIELD OF STUDY. A picture may be attached. The sheet is limited to one side of a legal page and will be posted in Lee Hall.
- i. The qualification/platform sheets do not lower the above mentioned figure of 25 pieces of campaign material.
- j. Loitering or campaigning in the building where the election will take place on the day of final voting will not be tolerated.

- k. No campaign material is to be posted in the area in which the election will be held. The area is designated by Class Council before each election.
- l. The Post Office is off limits for campaign material.
- m. If the above mentioned rules are not followed, the candidate will be disqualified.
- n. All posters must be taken down within 24 hours of election results announcements.
- o. Any deliberate attempt by a candidate or his or her followers to disqualify another candidate will result in the first mentioned candidate's disqualification.
- p. Exceptions to any of the above rules for any election must be cleared by the President of Class Council.
- q. If an election is to be contested, a formal written complaint must be made to the President of Class Council within 24 hours after the election.

Article V: Failure to Finish Term of Office

Section 1. In the event of a vacancy in any of the offices other than president, the present officers of the class shall appoint a person to fill the remainder of the term. Eligible persons shall be chosen from interested persons in the class, or, in the case of no interested persons in this category, the position will be opened to the class. Qualification sheets will be due to the President of Class Council within 48 hours of the announced opening. A committee consisting of the remaining class officers, the Class Council President, and the adviser to Class Council will interview and appoint a person to fill the vacated position.

Section 2. Should the vacancy occur in the office of the President, the Vice President shall become President and a new Vice President shall be appointed by the present officers to fill the remaining term, following the guidelines of *Section 1*.

Section 3. Should there be a vacancy in any of the offices of Class Council, a replacement shall be elected by the members of Class Council following the guidelines of the original elections.

Article VI: Meetings

Section 1. Class Council meetings are held weekly and it is the prerogative of the Council members to decide time and date of meetings. It is the duty of each officer to attend all meetings.

Article VII: Adviser

Section 1. One member of the faculty is to be chosen by members of the Class Council to act as an adviser. The adviser's duties shall be to attend all meetings and activities, review all votes of confidence, and serve on the committee for the selection of Who's Who Among Students in American Universities and Colleges. The adviser shall undergo a vote of confidence by Class Council members, to be reviewed by the President of Class Council.

By-Laws

The By-Laws of Class Council shall be an explanation and method of implementation of the Class Council Constitution.

Section 1. Oath of Office

I _____ do solemnly promise to uphold the Constitution of Class Council of Mary Washington College and pledge to efficiently perform the duties of the office of _____ to which I have been elected.

Section 2. A vote of confidence shall be taken for the officers of Class Council during the last meeting of the first semester. If a negative vote of confidence is found, an election shall be held by members of Class Council to fill the vacant position.

Section 3. A vote of confidence shall be taken on each class officer by their respective officers. If a negative vote is taken on anyone, action shall be taken by the Class Council President and the Adviser to Class Council.

Section 4. Recall.

- a. Any officer may be recalled by his or her class if he or she has failed to perform efficiently the duties of or uphold the standards of the office.
- b. Upon petition of 20 percent of the electorate for said office, the question of recall shall be considered. A quorum of the electorate must vote in favor or recall in order for the motion to be carried and an officer to be recalled by his or her class.
- c. If a member receives a negative vote of confidence from either his or her fellow officers as a class officer or from Class Council as a member of Class Council, then a recall may be initiated by a vote of 12 members.

Section 5. An officer must remain in good academic standing (maintaining a 2.0 overall and a 2.20 while in office) and also in good social standing throughout his or her term in office.

Section 6. A vacancy shall exist when an officer fails to uphold good academic or social standing or is recalled by his or her class.

Clubs and Organizations

The Board of Publications and Broadcasting

The Board of Publications and Broadcasting serves in the role of publisher for all student publications and broadcasts that draw support from the comprehensive fee at Mary Washington College. In this capacity it recommends financial support from comprehensive funds for the maintenance of these communications; and, while it guarantees editorial freedom for the student publications and broadcasts to maintain their integrity of purpose as vehicles for free inquiry and free expression, it also ascertains that each publication is complying with its own general statement of policy. Grievances against any of the publications may be brought to the Board.

The Battlefield

The College yearbook, *The Battlefield*, captures the student year in words and pictures. It is published by students and contains pictures of the administration, faculty, and students, as well as of all the clubs and other activities that make up student life.

The Bullet

The Bullet, the campus newspaper, is published weekly. Pictures and articles about recent events, important upcoming events, editorials, and letters to the editor on subjects of current interest to the student are featured.

Aubade

Aubade, published annually, is the campus literary and arts magazine produced to publicize the literary and artistic talents of students and to encourage such work. It contains short stories, plays, poems, and graphics by Mary Washington College students and faculty.

WMWC

The College radio station, WMWC, broadcasts to Seacobeck, Lee Hall, George Washington Hall, and all residence halls. Programs include varied selections of music, campus news, sports coverage, and items of local interest. Broadcasts from outside stations are also featured.

INTERCOLLEGIATE TEAMS

Intercollegiate competition for women is available in field hockey, tennis, volleyball, cross country, and golf in the fall; basketball and swimming in the winter; and lacrosse, tennis, and track and field in the spring. Riding competition for men and women is available throughout the year. Intercollegiate competition for men is available in soccer and cross country in the fall; swimming and basketball in the winter; and tennis, golf, and track and field in the spring.

Notices concerning organizational meetings for each team will appear in the weekly "This Week" prior to the meeting time. Practices are usually scheduled after 3:30 p.m., Monday through Friday, and last for two hours or less.

Students are encouraged to participate in the intercollegiate program as players, trainers, managers, scorers, timers, or statisticians. Each position plays an integral role in the success of MWC's intercollegiate teams.

State regional and national tournaments climax most of the intercollegiate teams' seasons. Participants are also honored at an annual sports award banquet.

Students interested in trying out for varsity teams are encouraged to seek out the coaches as soon as they arrive in the fall.

PERFORMING GROUPS

The College Community Symphony Orchestra is an instrumental musical organization composed of faculty, students, and community participants. It presents four concerts each year.

The MWC Chorus is a chorus of treble singers comprised totally of college students. It presents three concerts each year.

The Fredericksburg Singers is a mixed chorus, comprised of faculty, students and community participants. Three concerts each year are presented.

The MWC Jazz Ensemble is a student organization that presents two concerts each year.

The Department of Dramatic Arts and Dance presents theatrical productions and dance concerts on a regular basis throughout the school year. Auditions for productions by the Drama Department are open to all members of the College community.

Directory of Student Leadership

Class Council

President Rusty Berry
Secretary-Treasurer Charlotte James
Publicity Kristen Pedisich

Senior Class Officers

President Rusty Berry
Vice President Andy Flemer
Secretary-Treasurer Charlotte James
Publicity Jessie Jones

Junior Class Officers

President Lori Brubaker
Vice President Kim Mears
Secretary-Treasurer Brenie Matute
Publicity Kristen Pedisich

Sophomore Class Officers

President Kenny Fulk
Vice President to be appointed
Secretary-Treasurer Michelle Evans
Publicity Jim Abel

Freshman Class Officers

President to be elected
Vice President to be elected
Secretary-Treasurer to be elected
Publicity to be elected

Honor Council

President Sara R. Jones
Senior Representatives Alison Metzger
Amy Allen
Lori White
Junior Representatives Raphael Lamura
Susan Loyd
Scott Kaplan
Sophomore Representatives Amy Moorefield
Margie Sanfilippo
Janet Hall
Freshman Representatives to be elected
to be elected
to be elected

Honor Counselors

Susan Allen
Kate Bradford
Kathy Pelish
Pat Reinhardt
Anna Muler
P. J. Keller
Robin Smyers
Mary A. Cotter
Theresa Storke
Lisa K. Sherwood
Sheryl K. Devaun
Sheila R. Podles
Kathel Dunn
Bruce Loving
Kimberly W. Mears
Ann Prettyman
Regina E. Bolling
Beth Ann Kelly
Carolyn Tyler
Patricia J. Keenan
Megan Yates
Jean Eddlemon

Lisa René Leeper
Susann E. Sowers
Karen B. Pohlmann
Charlotte Conway
Sue Barrett
Kimberly Ann Snyder
Susan Price
Anne Lewis
Jean Barbagallo
Michelle Waverly Evans
Susan Kimball
Elizabeth L. Carswell
Tina Diane Sandridge
Ginny Van Valkenburg
Shelley Laurell
Kellie Ann Conlin
Cheryl Anne Little
Laura Marie Mason
Lisa Ferreira
Cabell Jones
Julia E. Magness
Monica Drewek

Christine M. Davis
Richard Bremiller
Elaine H. Thomasson
Kathleen Ann Westura
Lisa A. Glasgow
William Stanford Smith
James Cahill
Dawn Marie Sinka
Candice Lynn Fletcher
Peggy Joann Keller

Lisa C. Brown
Cynthia E. Ames
Lynne Sweatt
Terry Zetterburg
Sarah Hood
Chris Mastel
Don Redmon
Tom Denehy
Anne Huber

Student Association

Executive Cabinet

President Amy E. Blasch
Vice President Abas M. Adenan
Judicial Chairman Kimberly D. Slayton
Academic Affairs Chairman Theresa Zeterberg
Lobby Chairman Suzanne Maddox
Treasurer Kim Wright
Secretary René Allen
Executive Coordinator to be appointed

Student Association Senate Officers

President Abas M. Adenan
Vice President to be appointed
Secretary-Treasurer Valeri Sidney
Parliamentarian Jennifer Lee
Rules and Procedures Chairman Sheryl DeVaun
Special Projects Chairman Melissa Haines
Vice Chairman to be appointed
Student Opinion Co-Chairmen Karen Gottfried
Ann Richards
Publicity Chairman Claudia Kersenbrock
Vice Chairman Ruth Davison
Student Welfare Chairman Miriam Clark
Vice Chairman Valerie Chase

Entertainment Committee

Chairman Chuck Borek

Film Committee

Chairman Karen L. Anderson

Student Defense Commission

Executive Commissioner Patricia Reinhardt
Vice Commissioner Terry Zeterberg
Secretary/Treasurer Thomas G. Denehy

Student Defenders

Richard Biemiller
Thomas G. Denehy
Sarah Hood
Chris Mastal
Kathy Pelish
Donald W. Redmond
Patricia Reinhardt
Theresa Zeterberg

Campus Fire Marshall

Chief Fire Marshall Chris Bradford

Campus Safety Committee

Chairman Chris Bradford

Presidential Dining Hall Committee

Chairman G. Scott Bienacker

Finance Committee

Chairman Kim Wright

Judicial Court Members

(see "Judicial and Campus Disciplinary Systems" section p. 42)

Hall Judicial Chairmen

(see "Judicial and Campus Disciplinary Systems" section p. 42)

Commuting Student Association

President	Laura J. Catts
Vice President	Lisa C. Howard
Secretary-Treasurer	Elliott A. Dix
Publicity	Carolyn J. Bunch
Honor Contact	Charles E. Perez, III
Judicial Contact	to be appointed

College Program Board

Chairman	Dennis Dobson
Vice Chairman	Elaine Thomasson
Secretary/Fiscal Coordinator	Sheryl DeVaux
Publicity Coordinator	Anne Huber

Association of Residence Halls

President	Thomas Denehy
Vice President	to be elected
Secretary-Treasurer	to be elected

Residence Hall Presidents

Ball	Debbie Bennett
Brent	to be elected
Bushnell	Greg Branner
Custis	Pete Keys
Fairfax	Denise Williams
Framar	Pat Reinhart
Hamlet	to be elected
Jefferson	Terry Chapman
Madison	Patrick Steenhoek
Marshall	Kim Holcomb
Marye	Cynthia Waxvik
Mason	to be elected
Mercer	Robin Minnick
Randolph	to be elected
Russell	Lisa Deese
Tyler	Janet Warner
Virginia	to be elected
Westmoreland	to be elected
Willard	Amy Critzer

Board of Publications and Broadcasting

Chairman	to be elected
----------------	---------------

THE BULLET

Editor	to be elected
--------------	---------------

THE BATTLEFIELD

Editor	Mary Loose
--------------	------------

AUBADE

Editor	to be elected
--------------	---------------

WMWC

Station Manager	Anne Lewis
Student Elected at Large	to be elected

Student Departmental Representatives

Department of Anthropology, Geography, and Sociology

Geography	Beth Bruman
	Debbie Frelund
	Susan Jurkiewicz
Sociology	Mike Huff
	Lisa Parr
	Pat Tormey

Department of Art

Art History	Martha Babb
	Allison Sheppard
Studio Art	Heidi Heinbaugh
	Susan McCullough

Department of Biological Sciences

Biology	Courtney Johnson
	Teal Squires
	Amy Sanfelici
	Elizabeth Wilkins
Environmental Earth Sciences	David Crosley
Medical Technology	to be elected

Department of Chemistry and Geology

Chemistry	Meribeth Taylor
Geology	to be elected

Department of Classics, Philosophy, and Religion

Classics	Susann Sowers
Philosophy	Jay Vance
Religion	Betsy Carswell

Department of Dramatic Arts and Dance

Dance	to be elected
Drama	Devon Painter

Department of Economics, Business, and Public Affairs

Business Administration	Ruth Bonner
	Jan Deese
	Carol Green
	Arline Griffith
	Beth Miller
Economics	Sue Barrett
	Pat Reinhardt
International Affairs	Richard Ehrle
	Monique Gormont
Political Science	to be elected

Department of Education

Education	Pam Attkisson
	Diane Critchfield
	Jill McInnis

Department of English, Linguistics, and Speech

English	Glenn Birch
	Stacey Dunn
	Laura Mason
	Kathy Smith
	Jill Turner
Speech	Kathy Simmons

Department of Health and Physical Education

Health and Physical Education	to be elected
-------------------------------------	---------------

Department of History and American Studies

American Studies	Melissa Felts
History	Bruce Loring
	Leslie Nedvesin
	Dorothy Rounds
	Stan Smith
Historic Preservation	Beth Belden
	Elizabeth Stamoulis

Department of Mathematical Sciences and Physics

Computer Science	Sandra Martin
	Jeannie Smith
Mathematics	Patricia Bowe
	Lauren Ferguson
	Mary Ellen Schell
Physics	to be elected

Department of Modern Foreign Languages

French	Catherine Beaver
	Laura Ellison
German	Holly Dick
Spanish	Elizabeth Ottoway
	Sigrid Skrivseth

Der Deutsche Verein

Purpose: to promote interest in the cultural aspects of Germany and German speaking countries.

Requirement: open to all interested members of the College community.

To be elected, president

Sammy Merrill, Vera Niebuhr, co-advisers

Ecology Club

Purpose: to seek information about our environment and to encourage an active interest and participation in its maintenance and improvement, and to maintain an active relationship with the Fredericksburg community.

Requirement: open to all interested members of the College community.

JoAnne Szczech, president

William Pinschmidt, adviser

El Club Espanol

Purpose: to promote an interest in the Hispanic culture and language; provides an opportunity for students of Spanish to enjoy the songs, dances, foods, and customs of all Spanish countries, and raise scholarship funds for a student studying abroad.

Requirement: open to all interested members of the College community.

Beth Anne Kelly, president

Aniano Pena, adviser

Finance Club

Purpose: to encourage and promote interest in the fields of finance, economics and business, and to promote better relations with the faculty.

Requirement: open to all interested members of the College community.

To be elected, president

Zia Ahmed, adviser

Frisbee Club

Purpose: to promote and encourage interest and participation in frisbee as a sport/recreation.

Requirement: open to all interested members of the College community.

To be elected, president

Marshall Bowen, adviser

Gamers Society

Purpose: to promote and expand the interest of board games, fantasy games, and other associated games among the students on campus.

Requirement: open to all interested members of the College community.

Mark Boespflug, president

Richard Warner, adviser

Gymnastics Club

Purpose: to provide MWC students with the opportunity to learn and progress in gymnastic skills.

Requirement: open to all interested members of the College community.

To be elected, president

Monica Lindeman, adviser

Historic Preservation Club

Purpose: to promote, acquaint, and involve students in the growing preservation movement. The club will strive to promote preservation ethic and increase awareness of preservation benefits and career possibilities.

Requirement: open to all interested members of the College community.

To be elected, president

Paul Hensley, adviser

History Club

Purpose: to encourage and promote interest in history and to sponsor activities which provide insight into the field of history.

Requirement: open to all interested members of the College community.

To be elected, president

Porter Blakemore, adviser

Hillel Club

Purpose: to promote through educational, cultural, religious and social activities interest and discussions of the Jewish culture.

Requirement: open to all interested members of the College community.

Debbie Hofheimer, President

To be appointed, adviser

Hoof Prints Club

Purpose: to promote interest and enjoyment of all horse related activities. The club sponsors trips to equestrian events and holds two horse shows each year.

Requirement: open to all interested members of the College community.

Lesley Ward, president

Carol Miller, adviser

International Relations Club

Purpose: to further an interest in and a knowledge of past and present international affairs, both at the College and in the surrounding community.

Requirement: open to all interested members of the College community.

Janet Pittman, president

John Kramer, adviser

Inter-Varsity Christian Fellowship

Purpose: to deepen and strengthen the spiritual life of participants through Bible study and prayer, to witness to others about Jesus Christ and to help them come to know Him personally, and to promote interest in world evangelism.

Requirement: open to all interested members of the College community.

Sue McCullagh, president

Joseph DiBella, adviser

Le Cercle Francais

Purpose: to encourage an interest in the French language and culture through various club-sponsored activities.

Requirement: open to all interested members of the College community.

Julie Clark, president

Miriam Hoge, adviser

Medical Technology Club

Purpose: to promote interest among students and to guide them toward their future in medical technology.

Requirement: open to all interested members of the College community.

To be elected, president

Rosemary Barra, adviser

Music Educators' National Conference

Purpose: to provide opportunities for professional development for college students of music education through on-campus activities.

Requirement: interest in the teaching of music, authorization by chapter adviser, not being employed full-time in music education.

Martha LeCouteur, president

Steve Burton, advisor

Outing Club

Purpose: to encourage interest and fellowship in the out-of-doors and to teach skills of outdoor living and recreational activities such as camping, square dancing, skiing, canoeing, climbing, hiking, etc.

Requirement: open to all interested members of the College community.

Kate Bradford, Judy MacKenzie, co-presidents

M. J. Gibbs, adviser

Physical Therapy Club

Purpose: to orient and promote an interest in physical therapy.

Requirement: open to all majors in physical therapy and to all others who are interested.

Carol Carter, president

Rosemary Barra, adviser

Pi Nu Chi

Purpose: to provide nursing students with information about transfer programs to nursing schools and give them an opportunity to participate in various social and service activities throughout the year.

Requirement: open to all interested members of the College community.

Lynne Sutton, president

Judith Crissman, adviser

Pre-Medical Association

Purpose: to promote interest in knowledge of medicine as a career.

Requirement: open to all interested members of the College community.

Kelly Vernon, president

Roy Gratz, adviser

Rugby Club

Purpose: to incorporate the game of rugby into the recreational activities of the students and to promote the camaraderie which is duly associated with the sport.

Requirement: open to all interested members of the College community.

Greg Calamos, president

Richard Warner, adviser

Russian Club (Kruzhok)

Purpose: to gain a better understanding of the Russian culture, the Soviet system, and global entanglements.

Requirement: all college students interested in the Russian way of life, language, and culture may become members.

To be elected, president

Joseph Bozechevic, adviser

Sailing Club

Purpose: to promote sailing in the MWC Community and to establish a racing program in the Mid-Atlantic Intercollegiate Sailing Association.

Requirement: open to all interested members of the College community.

Charles Love, president

Richard Warner, adviser

Softball Club

Purpose: to organize and participate in softball games and tournaments against other colleges.

Requirement: open to all interested members of the College community.

To be elected, president

John Johnson, adviser

Speech Pathology Club

Purpose: to serve the school and community and to promote interest in speech pathology on campus.

Requirement: open to all interested members of the College community.

Sheila Podles, president

Albert Duke, adviser

Student Education Association

Purpose: to interest capable young men and women in education as a lifelong career and to develop an understanding of the teaching profession.

Requirement: open to all interested members of the College community.

Leslie Neducsin, president

To be appointed, adviser

Terrapin Club

Purpose: to promote interest and develop skills in synchronized swimming.

Requirement: try-outs for swimming strokes and stunts; a good scholastic average.

To be appointed, president

Mildred Droste, adviser

Tri-Muse Society of MWC

Purpose: to stimulate interest and participation in all phases of the performing arts and the Department of Dramatic Arts and Dance.

Requirement: open to all students with an interest in any aspect of the performing arts.

Cheryl Fare, president

David Hunt, adviser

Women's Soccer Club

Purpose: to provide interested students with an opportunity to play soccer, to promote an interest in the sport of soccer.

Requirement: open to all interested members of the College community.

To be elected, president

Marshall Bowen, adviser

Young Democrats

Purpose: to stimulate in young people an active interest in governmental affairs, to provide support for Democratic candidates, to help acquaint voters with the issues and the candidates, and to provide for the expression of the ideals and principles of the Democratic Party.

Requirement: open to all students enrolled at Mary Washington College.

Lisa Jordon, president

John Kramer, adviser

Members of the Inter-Honorary Association

Alpha Phi Sigma

Purpose: to encourage learning and to recognize high scholastic achievement.

Requirement: a 3.25 average and 60 semester hours.

To be elected, president

John Kramer, adviser

Alpha Psi Omega

Purpose: to promote excellence in theater arts.

Requirement: specific theatrical experience as described in the national constitution.

To be elected, president

Michael Joyce, adviser

Chi Beta Phi—National Honorary Scientific Fraternity

Purpose: to promote interest in science by scientific investigation, lectures by prominent scientists, papers prepared by regular members and general discussion.

Requirement: declared major in biology, chemistry, geology, mathematics, physics, or medical technology with a 3.5 average in 20 semester hours of math and science; 3.0 average in all other courses.

Beth Odell, president

Bulent Atalay, Mary Pinschmidt, William Pinschmidt, co-advisers

Eta Sigma Phi—National Honorary Classics Fraternity

Purpose: to promote the study of classical antiquity and to recognize those who pursue such study.

Requirement: a 3.0 average of 12 hours of classics courses, with at least 9 hours in ancient Greek and/or Latin.

To be elected, president

Diane Hatch, adviser

Kappa Delta Pi-Nu Xi Chapter

Purpose: to promote the discipline of education through recognition of honor students who plan to teach.

Requirement: junior standing with a 3.0 average seeking Collegiate Professional Certification.

To be elected, president
Brenda Vogel, adviser

Lambda Iota Tau—National Honorary Fraternity

Purpose: to recognize and promote interest in literary achievement.

Requirement: membership offered to junior or senior English majors with a 3.0 average in 12 hours of upper level English courses and a 2.8 average overall.

To be elected, president
William Kemp, adviser

Mortar Board-Senior Honor Society (Cap and Gown Chapter)

Purpose: to recognize and encourage scholarship and leadership, to provide service, to emphasize the advancement of the status of women, and to support the ideals of the College.

Requirement: senior, 3.0 overall average, election.

To be elected, president
Joanne Southworth, John Kramer, Janet Zeleznock, co-advisers

Mu Phi Epsilon—National Honorary Music Fraternity

Purpose: to promote musicianship, scholarship, and a true bond of friendship.

Requirement: a 3.0 average or better in music, 2.0 overall average, and election.

To be elected, president
Marilla Haas, adviser

Omicron Delta Epsilon—National Economics Honorary Society

Purpose: to promote greater interest in and understanding of economics.

Requirements: overall 3.0 average, 3.5 average in 12 hours of economics.

Susan Barrett, president
Robert Rycroft, adviser

Phi Alpha Theta—National History Honorary Society

Purpose: to promote the study of history and to recognize those students who have exhibited excellence in that field.

Requirement: overall 3.0 average, 3.2 average in history.

To be elected, president
Benjamin Zimdars, adviser

Phi Sigma Iota—National Honorary Romance Language Fraternity

Purpose: to recognize high scholastic achievement in foreign language study.

Requirement: juniors with a 3.5 in Romance languages and a 3.0 overall average. A student must be planning to continue with a conversational or literature course in one or more of the Romance languages.

To be elected, president
Margaret Hofmann, adviser

Pi Gamma Mu—National Social Science Honorary Society

Purpose: to improve scholarship in the social studies, to inspire social service to humanity, and to promote mutual understanding among all peoples.

Requirement: 20 semester hours in social studies and a 3.0 average with no failures in any subject.

To be elected, president
Robert Rycroft, adviser

Pi Sigma Alpha

Purpose: to recognize scholastic standing as well as stimulate scholarship and intelligent interest in the subject of Political Science, International Relations, Public Administration, and Government.

Requirement: to recognize scholastic standing as well as stimulate scholarship and intelligent interest in the subject of Political Science, International Relations; Public Administration, and Government.

Requirement: Junior or Senior with a 3.0 average overall, 12 semester hours in Political Science, International Relations or Public Administration at 300 level or above and a 3.0 average therein.

To be elected, president
John Kramer, adviser

Psi Chi—National Society in Psychology

Purpose: to advance the science of psychology; to encourage, stimulate, and maintain the scholarship of the individual members in all fields, especially in psychology.

Requirement: psychology majors or BLS students with a core in psychology who have an overall GPA of at least 3.0 and an average of 3.25 or better in psychology. At least 12 credit hours of psychology must be counted.

To be elected, president
Christopher Bill, adviser

Regional Scholars Organization

Purpose: to promote scholarship through educational, cultural, and social activities for the College community.

Requirement: selection as a Regional Scholar.

To be elected, president
John George, Robert MacDonald, co-advisers

Phi Beta Kappa

Purpose: Phi Beta Kappa is a national society, now two hundred years old, that recognizes the achievement of humane learning by students at the College. Its Greek motto translated signifies, "Love of wisdom the guide of life." The objectives of this internationally recognized honor society are intellectual honesty and tolerance, range of intellectual interests, and encouragement of understanding—not merely knowledge. The local chapter, Kappa of Virginia, was installed in 1971, and each year it initiates a select group of junior and senior students.

Index

AA/EEO	3
Absences from Class	32
Academic Advising	32
Academic Policies & Regulations	31
Academic Probation	32
Academic Review Board	32
Accident Reports	20
Activities of Students Off-Campus	21
Administrative Hearing	44
Admissions Club	78
Afro-American Association	78
Alcoholic Beverages	21
Alma Mater	13
Alpha Phi Sigma	80
Alpha Psi Omega	80
American Chemical Society	78
Art History Club	78
Artpiece MWC	78
Association for Computing Machinery	78
Association of Residence Halls	77
Athletics	14, 75
Aubade	74
Audio Visual Equipment	14
Automobile Registration and Parking Regulations	21
Bachelor of Liberal Studies Student Association (BLS)	78
Bad Check Charge	23
Bank Hours	19
Banking	16
Baptist Student Union	78
Battlefield	74
Bicycles	23
Board of Publications & Broadcasting	74
Bookstore	16
Building Hours	19
Bullet	74
C-Shop	18
Calendar of Weekly Events	16
Campaign Rules, Class Council	73
Campaign Rules, Student Association	71
Campus Christian Community	78
Campus Closing for Inclement Weather	23
Campus Judicial Court	43
Campus Safety Committee	38, 76
Campus Social Events	23
Canterbury Association	78
Career Advising	32
Career Placement Services	16, 32
Change of Address	24
Change of Status as a Residential Student	36, 41
Chi Beta Phi	81
Circle K	78
Circolo Italiano	79
Class Council Constitution	73
By Laws	74
Class Officers	76
Clearance for On-Campus Representatives	29
Closing Hours of Residence Halls	46
Clubs & Organizations	74
Clubs, Presidents and Advisers of	78
College Calendar	10, 11
College Operations & Procedures	20
College Police	16
College Program Board	77
College Republicans	79
College Services	16
Commencement	32
Committee on Academic Affairs	34
Committee on Campus Academic Resources	34
Committee on Course Offerings	34

Committee on Faculty Development and Evaluation	34
Committee on Special Programs	34
Commuting Student Association	72, 77
Commuting Student Lounge	55
Compliance with Judicial Process	46
Cooking & Ironing	37
Counseling & Guidance—Counseling Center	16
Courtesy Hours	46
Crew Club	78
Damage Charges	41, 46
Dean's List	32
Departmental Representatives	32, 77
Der Deutsche Verein	79
Destruction of Property	46
Dining Hall Hours	18
Dining Hall Rules	24
Directory of Student Leadership	76
Disciplinary Actions	47
Disciplinary Sanctions	49
Disclosure	46
Disorderly Conduct	47
Drinking of Alcohol	47
Drugs	47
Drop/Add Policy	33
Educational Records	24
Ecology Club	79
El Club Espanol	79
Emergency Loan Program	72
Employment	16
Entertainment Committee	72, 76
Eta Sigma Phi	80
Examinations	33
Family Visitors	48
Field Trips	34
Film Committee	72, 76
Finance Club	79
Finance Committee	72, 77
Financial Assistance	16
Fire Marshall	76
Fire Alarms, Drills, & Equipment	48
Food Services	18
Frisbee Club	79
Furnishing for Residence Hall Rooms	37
Gamers Society	79
Goolrick Hall	15, 17, 19
Grievance Procedures	26
Guests	41, 48
Gymnastics Club	79
Hall Closings	37
Hall Judicial Chairmen	42
Health Center	16
Health Insurance	17
Hillel	79
Historic Preservation Club	79
History Club	79
History of MWC	12
Honor Code	59
Honor Constitution	59
Honor Council Officers	76
Honor Council Organization Chart	59
Honor Counselors	76
Honor Pledge	59
Honoraries, Presidents and Advisers of	80
Honors	34
Hoof Prints Club	79
Housing Contract	40
How a College Operates— A Look Inside the MWC Administration	12
How to Get an Answer to Your Question	14
Identification Cards	27

Inter-Club Association	78
Intercollegiate Teams	75
Inter-Honorary Association	80
International Relations Club	79
Internships	27, 34
Inter-Varsity Christian Fellowship	79
Judicial Branch of the Student Association	42
Judicial Court Members	42
Kappa Delta Pi	81
Key-in Policy	48
Lambda Iota Tau	81
Leave of Absence	34
Le Cercle Francais	79
Legislative Procedures of the Senate	67
Library	17, 28
Lobby Committee Officers	76
Loft Policy	37
Lost and Found	17
Mail	28
Master Calendar	28
Meal Prices for Guests	18
Medical Technology Club	79
Mortar Board	81
Mu Phi Epsilon	81
Music Educators' National Conference	80
Notice to Leave Premises	51
Office of the Dean of Students	54
Office of the Associate Dean of Students	54
Official Directives	55
Omicron Delta Epsilon	81
Outing Club	80
Overnight Guests	48
Parking Regulations	21
Parties	37, 55
Payment of Accounts	28
Penalties for Violations of College Rules and Regulations	45
Penalties for Violations of Student Association Rules and Residence Hall Offenses	49
Performing Groups	75
Phi Alpha Theta	81
Phi Beta Kappa	81
Phi Sigma Iota	81
Physical Therapy	80
Pi Gamma Mu	81
Pi Nu Chi	80
Pi Sigma Alpha	81
Playing Fields, Use of	17
Pool Room	55
Posters	29
Pre-Medical Association	80
President of the College	7
Presidential Dining Hall Committee	24, 76
Procedure for Appeal to Judicial Appellate Board	43
Procedure for Appellate Hearing	44
Procedure for Campus Judicial Court Hearing	43
Procedure for Investigation of Social Infractions	43
Psi Chi	81
Readmission Board	34
Recreational Use of Goolrick Hall	17, 29
Refrigerator Rental Program	72
Regional Scholars Organization	81
Residence Hall Governance	38
Residence Hall Policies & Regulations	36
Residence Hall Presidents	77
Room Changes	36, 41
Room Inspections	38, 42
Room Registration	38
Rugby Club	80
Rules for College Organizations	56

Russian Club (Kruzhak)	80
Safety	38
Sailing Club	80
Seacobeck Hall	18
Searches & Seizures	50
Selling & Solicitation Policy	29
Senate Officers	76
Senate Committees	76
Senate Committee Chairmen	76
Senate Organizational Chart	65
Services Directory	14
Smoke Detectors	38
Smoking	50
Softball Club	80
Speech Pathology Club	80
Storage of Personal Belongings	38, 42
Student Affairs	53
Student Association	64
Student Association By-Laws	69
Student Association Constitution	66
Student Association Committees	64
Student Association Executive Cabinet	76
Student Association Officers	76
Student Association Organizational Chart	63
Student Catholic Association	80
Student Defense Commission	72, 76
Student Departmental Representatives	77, 78
Student Education Association	80
Student/Faculty Dining Plan	17
Student Life Policies	55
Student Membership on Faculty Committees	34
Student Minority Affairs	18
Student Organizations Accounts	29
Student Organizations	58
Telephones	39
Telephone Service	18
Tennis Courts, Use of	17
Terrapin Club	80
Traditions	12
Transcripts	35
Trash Disposal	39
Trespass	51
Tri-Muse Society of MWC	80
Trunks (See Storage)	38, 42
Tutorial Board	72
24 Hour Study Areas in Residence Halls	50
Unauthorized Entry	51
Use & Scheduling of College Facilities	56
Use of Mary Washington College Name, Seal, & Logo	29
Visitation	41, 51
Weapons & Projectiles	52
WMWC	74
Women's Soccer Club	80
Withdrawals	29
Young Democrats	80

Mary Washington College

Academic Departments

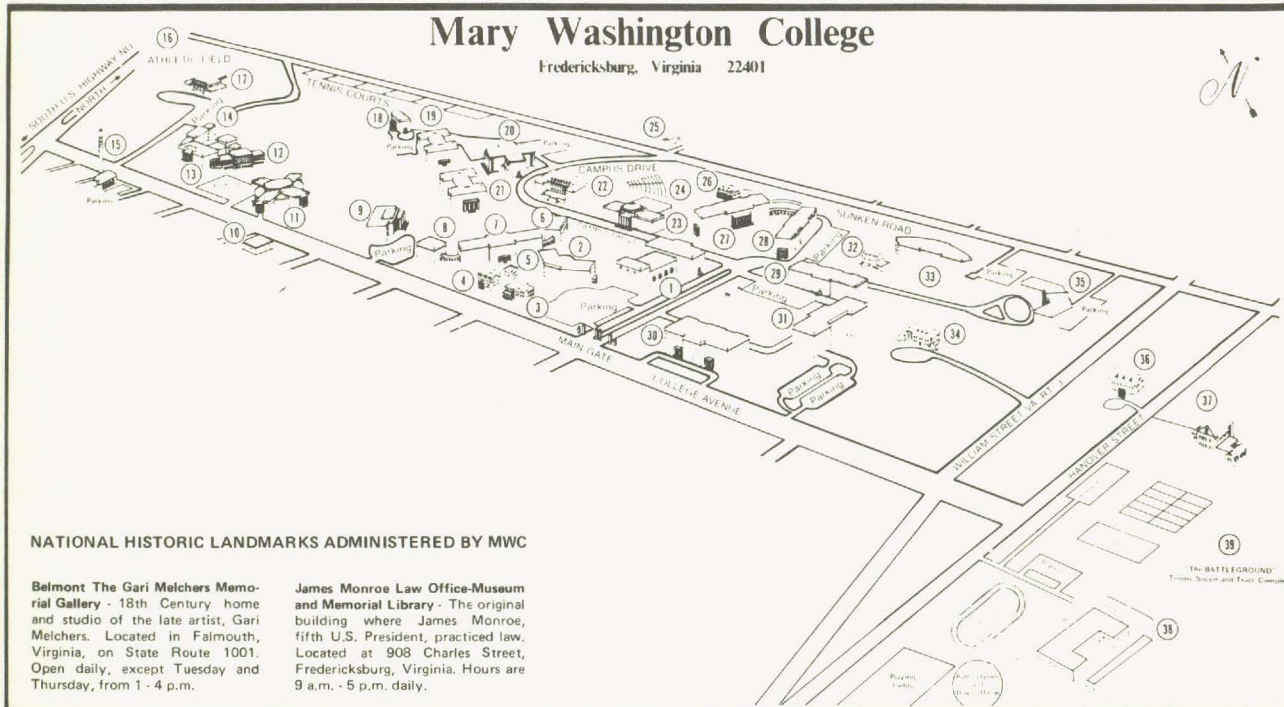
Department Chairpersons

1984-85

Department of Anthropology, Geography, and Sociology	Margaret Huber
Department of Art.....	Joseph G. Dreiss
Department of Biological Sciences	Stephen W. Fuller
Department of Business and Public Administration	Steven L. Czarsty
Department of Chemistry and Geology.....	Roy F. Gratz
Department of Classics, Philosophy, and Religion	Janet Wishner
Department of Dramatic Arts and Dance.....	Michael J. Joyce
Department of Economics, Business, and Public Affairs	Robert S. Rycroft
Department of Education	Paul C. Slayton, Jr.
Department of English, Linguistics, and Speech	Carlton R. Lutterbie, Jr.
Department of Geography	Samuel T. Emory
Department of Health and Physical Education	Edward H. Hegmann, II
Department of Historic Preservation	Carter L. Hudgins
Department of History and American Studies.....	Arthur L. Tracy
Department of Mathematical Sciences and Physics.....	Stephen L. Lipscomb
Department of Modern Foreign Languages	Margaret M. Hofmann
Department of Music	James E. Baker
Department of Political Science and International Affairs.....	John M. Kramer
Department of Psychology	J. Christopher Bill
Department of Sociology and Anthropology	Charles A. Sletten (Acting Chairperson)
<hr/>	
Teacher Certification Advising	Paul C. Slayton, Jr.

Mary Washington College

Fredericksburg, Virginia 22401



NATIONAL HISTORIC LANDMARKS ADMINISTERED BY MWC

Belmont The Gari Melchers Memorial Gallery - 18th Century home and studio of the late artist, Gari Melchers. Located in Falmouth, Virginia, on State Route 1001. Open daily, except Tuesday and Thursday, from 1 - 4 p.m.

James Monroe Law Office-Museum and Memorial Library - The original building where James Monroe, fifth U.S. President, practiced law. Located at 908 Charles Street, Fredericksburg, Virginia. Hours are 9 a.m. - 5 p.m. daily.

- | | | |
|---|--|--|
| 1. George Washington Hall - Administration Hall | 15. Heating Plant | 27. Mason Hall - Residence Hall |
| 2. Westmoreland Hall - Residence Hall | 16. Athletic Field | 28. Randolph Hall - Residence Hall |
| 3. Hamlet Hall - Residence Hall | 17. Goolrick Hall - Gymnasium | 29. Bushnell Hall - Residence Hall |
| 4. Fairfax Hall - Residence Hall | 18. Mercer Hall - Residence Hall | 30. Combs Hall - Academic Hall |
| 5. Tyler Hall - Residence Hall | 19. Willard Hall - Residence Hall | 31. Jefferson Hall - Residence Hall |
| 6. Madison Hall - Residence Hall | 20. Monroe Hall - Academic Hall | 32. Brent Hall - Residence Hall |
| 7. Ball Hall - Residence Hall | 21. Virginia Hall - Residence Hall | 33. Russell Hall - Residence Hall |
| 8. Custis Hall - Residence Hall | 22. Lee Hall - Student Services, Health Center
Counseling Center, Bookstore, Police | 34. Framar Hall - Residence Hall |
| 9. Chandler Hall - Academic Hall | 23. Trinkle Library | 35. Marshall Hall - Residence Hall |
| 10. U. S. Post Office | 24. Amphitheater | 36. Trench Hill - Development and Alumni Offices |
| 11. Seacobeck Hall - Dining Hall | 25. Center for Historic Preservation | 37. Brompton - President's Home |
| 12. Melchers Hall - Academic Hall | 26. Marye Hall - Residence Hall | 38. Physical Plant Building - Maintenance |
| 13. duPont Hall - Academic Hall | | 39. The Battleground - Athletic Complex |
| 14. Pollard Hall - Academic Hall | | |



FREDERICKSBURG,
VIRGINIA 22401-5358